

Panasonic®

Facsimile

Panafax® UF-S2

User's Guide



English

UF-S2 FEATURES



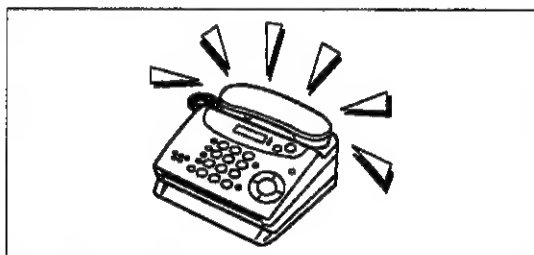
Using the Telephone

Making a call

: See "Telephone" on page 31.

Registering numbers with the speed-dial buttons

: See "Speed Dialing Numbers" on page 42.



Using the Answering Device

Using the apparatus as an answering phone

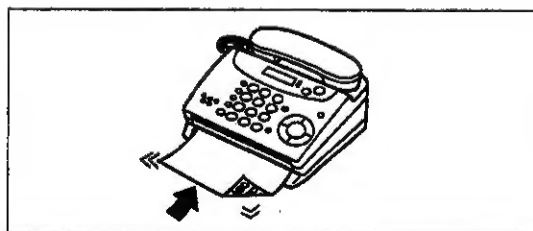
: See "Setting Built-in TAM" on page 32.

Transmitting a received message to another party

: See "Voice Message Transfer" on page 63.

Checking your messages by calling from an outside phone

: See "Remote Function" on page 67.



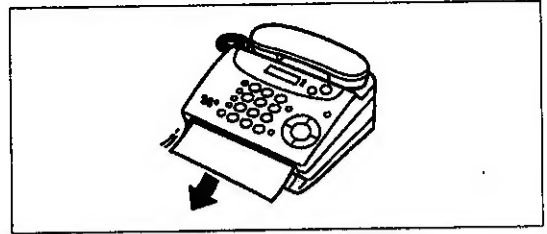
Sending Faxes

Sending a fax directly

: See "Manual Number Dialing" on page 38.

Placing your name on the document automatically

: See "Setting Your NAME" on page 17.



Receiving Faxes and Calls

Setting to receive a call or fax automatically

: See "Fax/Tel Auto Switching Mode" on page 47.

Receiving a fax from specified parties only

: See "Selective Reception" on page 71.

Other Features

Making Copy

: See "Making Copies" on page 55.

Making Alarm on programmed time : See "Timer Alarm" on page 57.

Private Call : See "Private Call" on page 65.

About Display, Buttons and other icons in the User's Guide.

POLLING RCV ?

Display the LCD of the target function.



Set the document face down.



Lift up the handset.



Replace the handset.



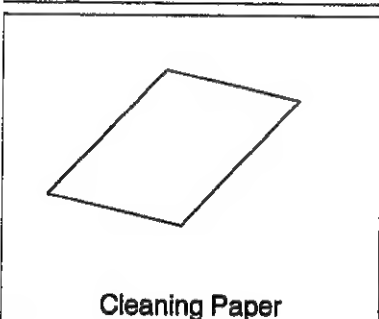
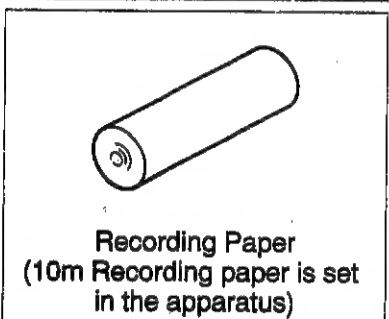
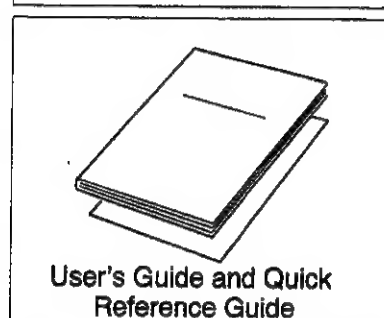
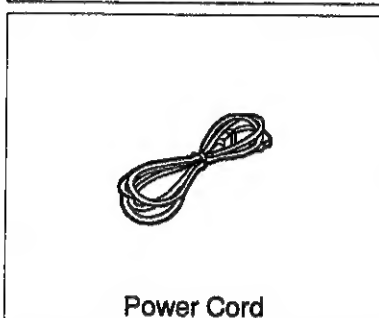
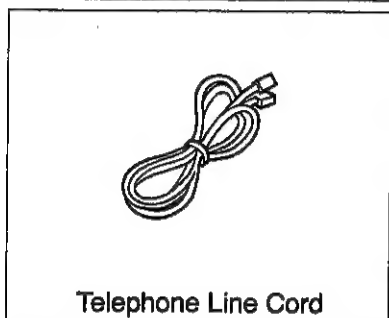
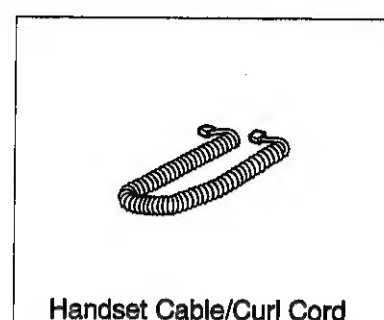
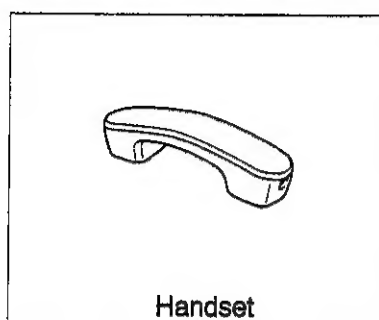
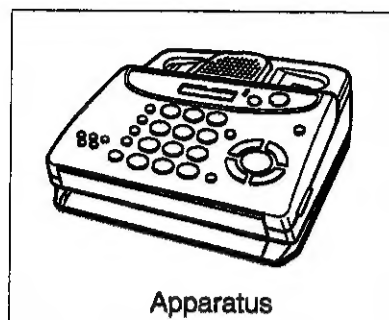
Press the button to light the lamp.



Press the button to turn the lamp out.

► Main Apparatus, Accessories and Supplies

Unpack the carton and check that you have all the accessories illustrated.



Supplies:

Order No.	Picture	Description
UG-0010A4 (A4 Size)		Thermal Recording Paper (15m) (Note)
UG-4901		Cleaning Paper

Please contact your local Panasonic dealer for availability.



Note: It is advised to purchase the above-mentioned recording paper as others may be glued to the core and cause printing problem or paper jam.

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UF-S2 FEATURES

Main Apparatus, Accessories and Supplies

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Safety Information

⚠ WARNING denotes a potential hazard that could result in serious injury.

- TO PREVENT FIRE OR ELECTRICAL SHOCK, DO NOT EXPOSE THIS APPARATUS TO RAIN OR ANY TYPE OF MOISTURE.
- TO MINIMIZE THE POSSIBILITY OF SHOCK OR DAMAGE TO THE APPARATUS, IT MUST BE EARTHED.
- WHEN YOU OPERATE THIS APPARATUS, THE MAINS SOCKET-OUTLET SHOULD BE NEAR THE APPARATUS AND BE EASILY ACCESSIBLE.
- WHEN YOU KNOW THAT A THUNDERSTORM IS COMING, WE RECOMMEND THAT YOU:

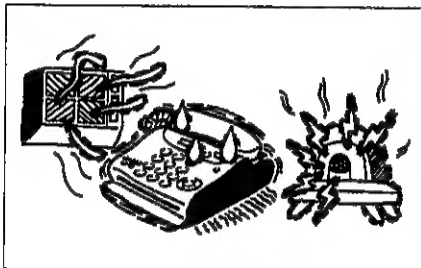
(1) Unplug the telephone line cord from the telephone jack on the wall.

(2) Unplug the power supply cord from the AC outlet.

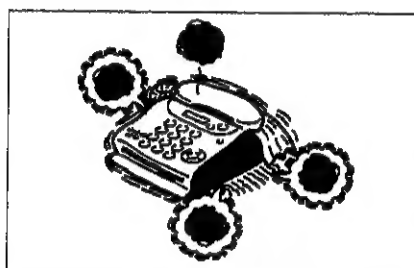
Note1: Whenever you disconnect the telephone line, unplug at wall side first.

Note2: To minimize the possibility of lightning damage, a surge protector is built into your apparatus. Sometimes, though, this is not enough to protect the apparatus completely when a lightning surge comes through the telephone line or AC power supply.

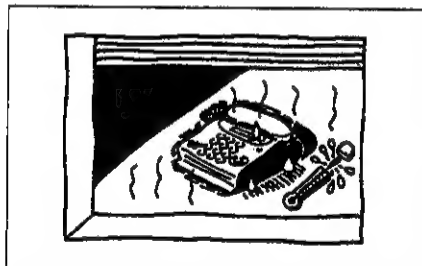
⚠ CAUTION denotes hazards that could result in minor injury or damage to the apparatus.



Do not install the apparatus near heating or air conditioning apparatus.



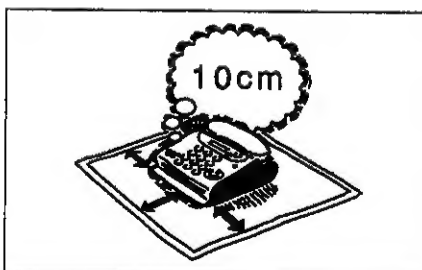
Do not block the ventilation openings.



Avoid exposure to direct sunlight.



Do not place heavy objects, or spill liquids on the apparatus.



Install the apparatus on a flat surface, leave at least 10cm of space between the apparatus and other objects.

This product complies with the requirements of EC council Directives 73/23 EEC amended by 93/68/EEC, and 89/336 EEC amended by 92/31 EEC and 93/68 EEC.

Safety Information

⚠ WARNING

This apparatus is supplied with a moulded three pin mains plug for your safety and convenience. A 5 amp fuse is fitted in this plug.

Should the fuse need to be replaced please ensure that the replacement fuse has a rating of 5 amps and that it is approved by ASTA or BSI to BS1362.

Check for the ASTA mark  or the BSI mark  on the body of the fuse.

If the plug contains a removable fuse cover you must ensure that it is refitted when the fuse is replaced. If you lose the fuse cover the plug must not be used until a replacement cover is obtained. A replacement fuse cover can be purchased from your local Panasonic Dealer.

IF THE FITTED MOULDED PLUG IS UNSUITABLE FOR YOUR SOCKET OUTLETS THEN THE FUSE SHOULD BE REMOVED AND THE PLUG CUT OFF AND DISPOSED OF SAFELY. THERE IS A DANGER OF SEVERE ELECTRIC SHOCK IF THE CUT OFF PLUG IS INSERTED INTO ANY 13 AMP SOCKET.


If a new plug is to be fitted please observe the wiring code as shown below. If in any doubt please consult a qualified electrician.

WARNING: THIS APPARATUS MUST BE EARTHED.

IMPORTANT: The wires in this mains lead are coloured in accordance with the following code:

Green-and-Yellow:	Earth
Blue:	Neutral
Brown:	Live

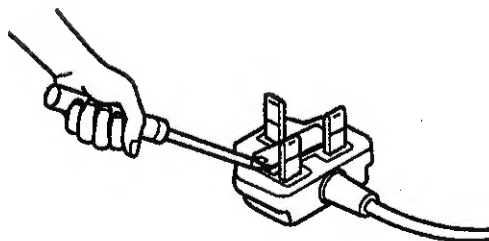
As the colours of the wires in the mains lead of this apparatus may not correspond with the coloured markings identifying the terminals in your plug, proceed as follows.

The wire which is coloured **GREEN-AND-YELLOW** must be connected to the terminal in the plug which is marked with the letter **E** or by the Earth symbol  or coloured **GREEN** or **GREEN-AND-YELLOW**.

The wire which is coloured **BLUE** must be connected to the terminal in the plug which is marked with the letter **N** or coloured **BLACK**.

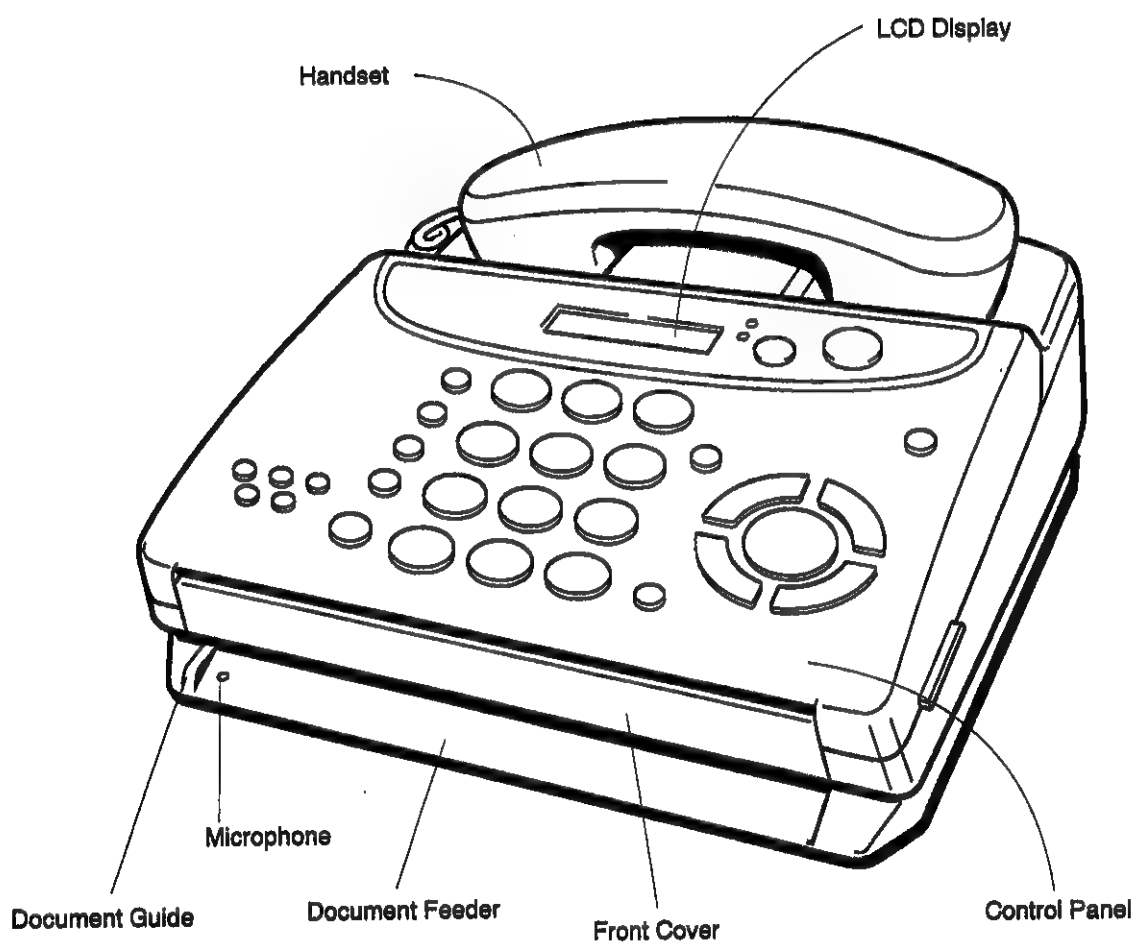
The wire which is coloured **BROWN** must be connected to the terminal in the plug which is marked with the letter **L** or coloured **RED**.

How to replace the fuse. Open the fuse compartment with a screwdriver and replace the fuse.








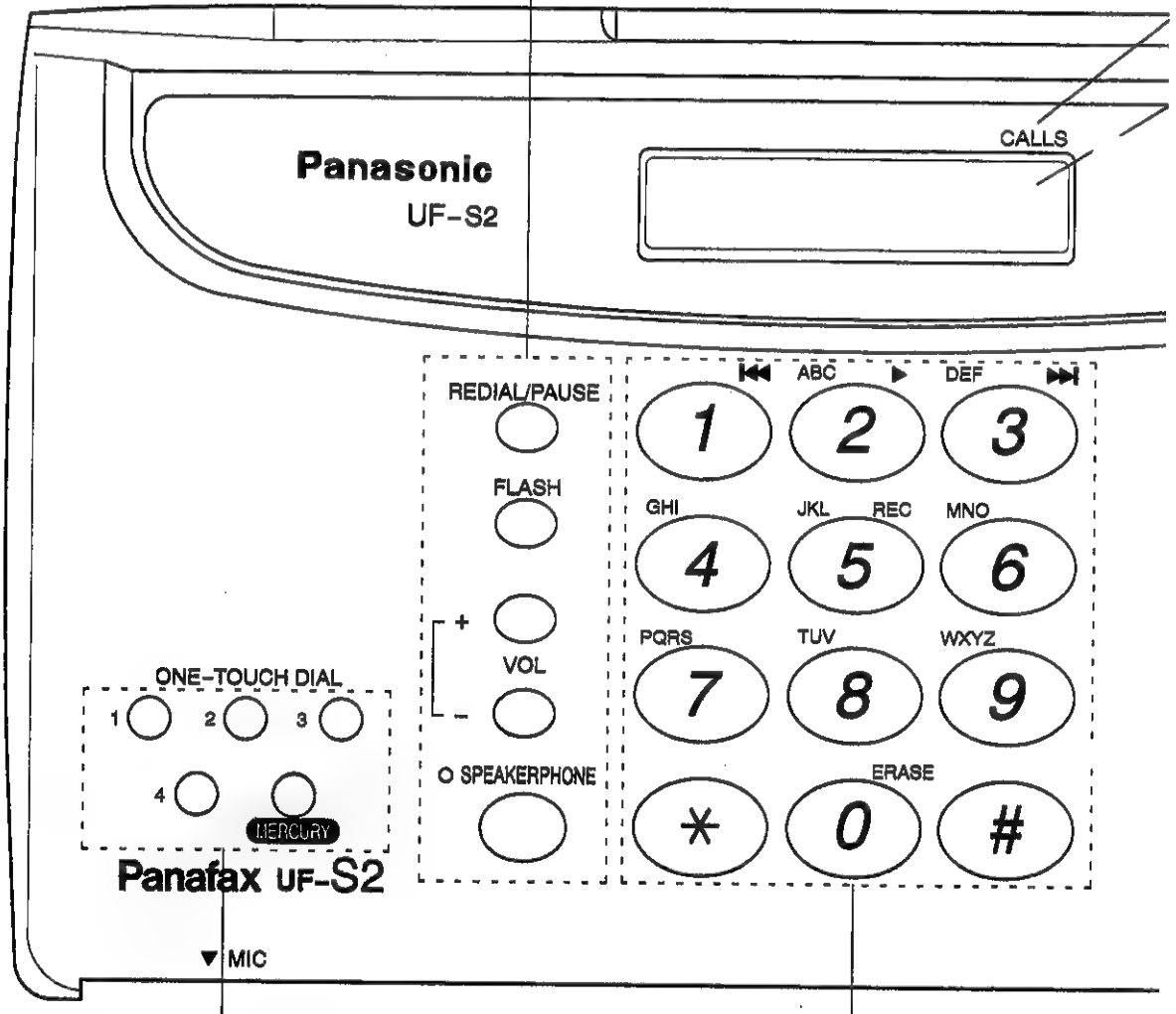
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External View and Part Name



► Control Panel

REDIAL/PAUSE 	Used to enter a pause when registering or dialing a telephone number, or to redial the last 5 dialed number.	+  VOL - 	Used to adjust monitor volume and ringer volume (see page 74)
FLASH 	Used to access some features of your PBX.	 SPEAKERPHONE	Used for Speakerphone and to enter a space when recording a telephone number.



ONE-TOUCH DIAL
Used for One-Touch Dialing. (see page 39)

MERCURY
Used for Mercury Network Dialing. (see page 27)

1	2	3
4	5	6
7	8	9
*	0	#

Used for Manual Number Dialing, registering telephone numbers and entering characters for station name. Used to skip forward or backward to the intended message.

Control Panel

CALLS

Displays the number of calls in the OUT (Unattended) and MEMO modes.

LCD Display

Indicates date and time, or the current operation.

○ OGM

Lighted when greeting message has been recorded.

○ ICM/MEMO

Lighted when playing back of incoming message or recording of memo message.

TAM

Used to record/play back/erase greeting message or play back incoming message combine with ten buttons.

OUT

Lighted when set to OUT (Unattended) reception mode.

HELP

Used to print a simple operating guide. (see page 79)



HOLD

CLEAR

DIRECTORY SEARCH

COPY

START /SET

RESOLUTION

FUNCTION

STOP



Used to make photocopies. (see page 55)



Used to cancel operations. When it is pressed, the apparatus will return to standby.



Used to start or set operations.



Used to set Standard, Fine and Halftone. (see page 36) Also serves as an arrow button to move the cursor over registered numbers and characters.



Used to select a function. These functions are explained in detail. Also served as an arrow button to move the cursor over registered numbers and characters.

HOLD

CLEAR

Used to hold the telephone line.
Used to erase the previously entered input.

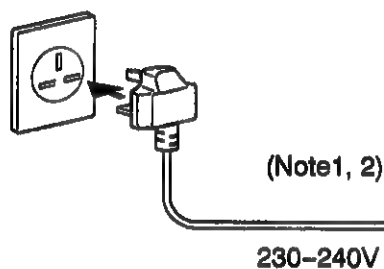
DIRECTORY SEARCH

Used to search for station name.

Connecting the Telephone Line Cord and Power Cord

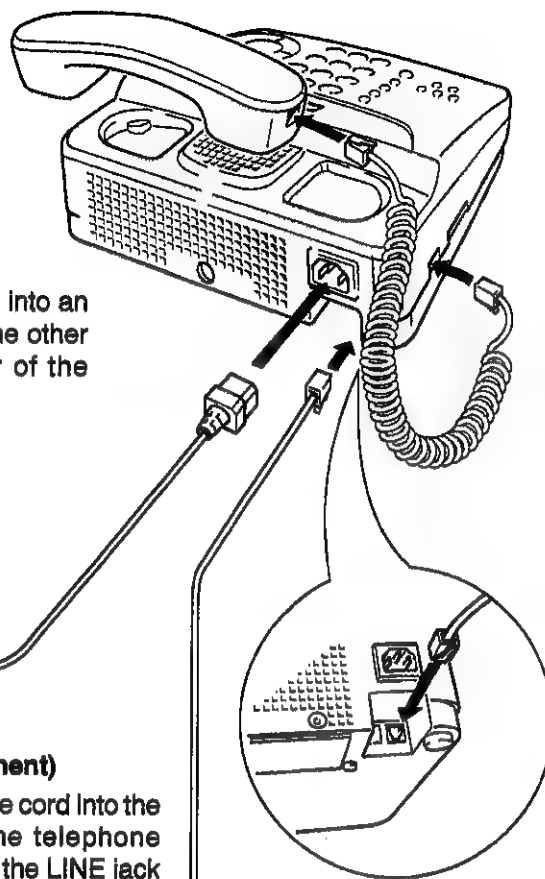
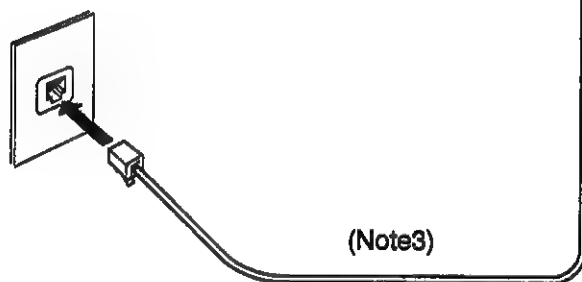
■ Power Cord (Attachment)

Plug one end of the power cord into an ordinary AC mains outlet and the other end into the inlet on the rear of the apparatus.



■ Telephone Line Cord (Attachment)

Plug one end of the telephone line cord into the telephone jack supplied by the telephone company and the other end into the LINE jack on the rear of the apparatus.

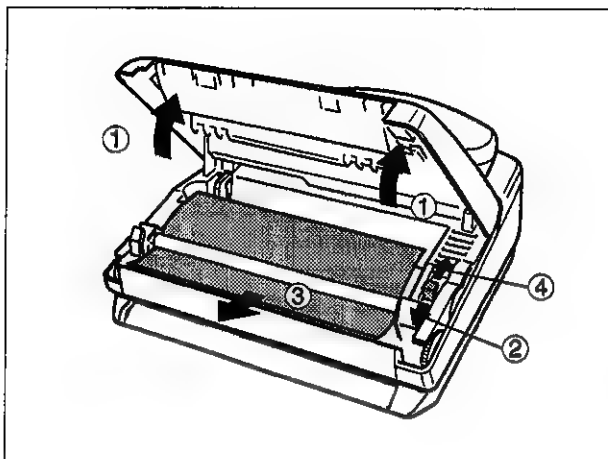


- Note:**
1. Your apparatus uses little power and you should keep it "ON" at all times.
 2. This apparatus must be properly earthed through an ordinary 13A AC mains plug and socket. If a 13A socket is not provided a qualified electrician should be consulted to ensure suitable connection and earthing is provided.
 3. The telephone line is supplied at Telecommunication Network Voltage (TNV).

Removing Protective Sheets

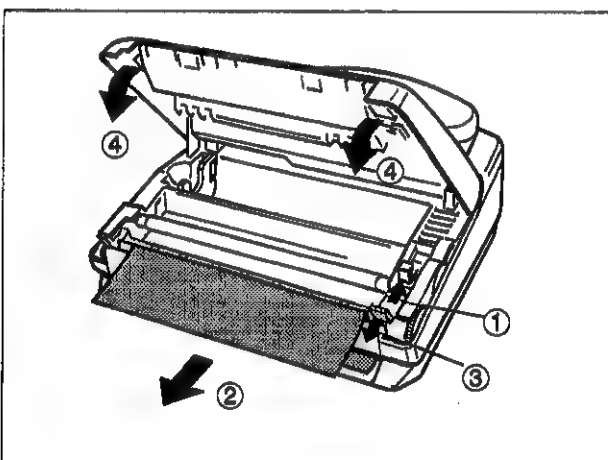
When you are using for the first time, the protective sheet in the apparatus must be removed before use.

1



- ① Open the cover by lifting the front corners.
- ② Pull the blue lever towards you.
- ③ Remove the Protective Sheet.
- ④ Push back the blue lever to its original position.

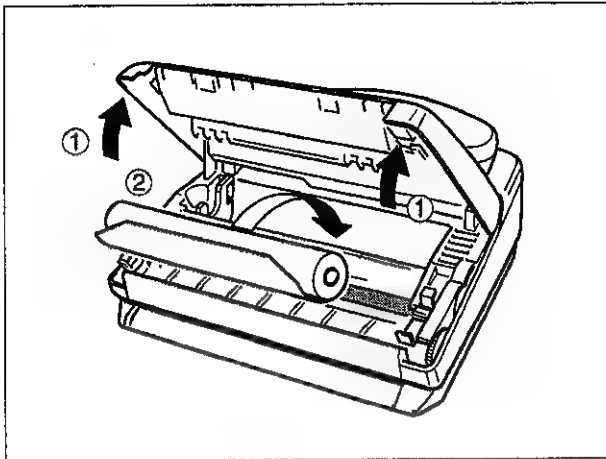
2



- ① Open the Document Guide Plate by lifting the green lever.
- ② Remove the Protective Sheet.
- ③ Close the Document Guide Plate by resetting the green lever.
- ④ See next page to install the recording paper.

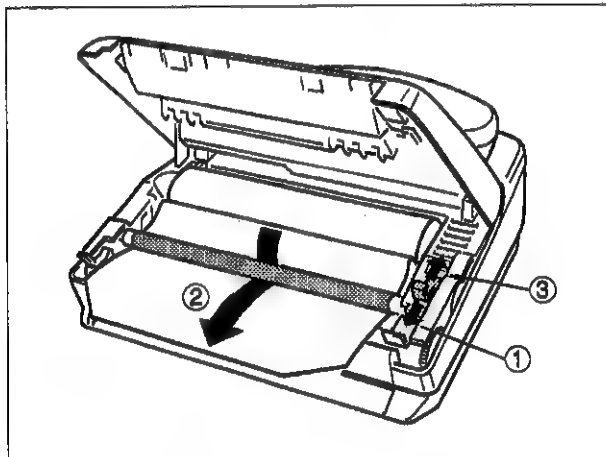
► Installing/Replacing Recording Paper

1



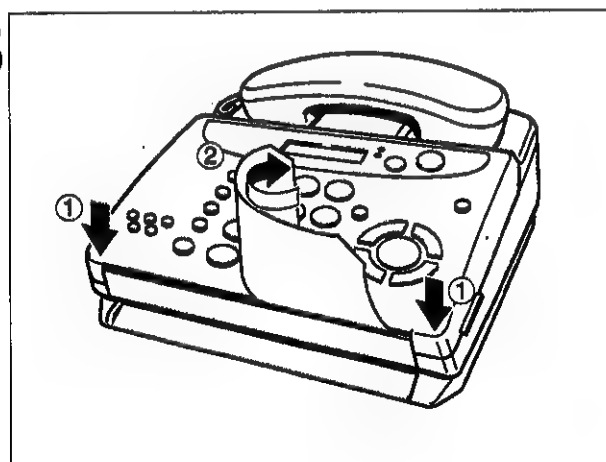
- ① Open the cover by lifting the front corners.
- ② Install the recording paper in the apparatus as shown. The paper **MUST** be fed from the bottom of the roll.

2



- ① Pull the blue lever towards you.
- ② Slide the recording paper under the Recording Roller.
Pull the Recording Paper out about 10 cm.
- ③ Push back the blue lever.

3



- ① Close the top cover until it firmly locks in place.
- ② Tear away excess paper.




Note: Do not touch the surface of the thermal head as it may cause deterioration of the printing quality.

Setting the Date and Time

Your facsimile apparatus has several basic settings. For example, the built-in clock keeps the current date and time, your NAME and ID Number help to identify you when you send or receive documents.

At standby the display will show the date and time. Once the standby display is set, the date and time is automatically updated.

1  repeatedly until your request is displayed.

BASIC SETTING ?

2 

DATE ■ TIME ?

3 



01-01-'00 00:00

4 Enter the new date and time.

Ex:

1	2	Date : 12th		
0	3	Month: March		
9	7	Year : 97		
1	5	0	0	Time : 15:00

12-03-'97 15:00

If you make a mistake, use the  and  to move the cursor to the incorrect number and enter the new number over it.

5  

12-MAR 15:00

 **Note:** If power failure occurs, the built-in battery can back up information up to 12 hours when it is fully charged.

User Parameters

Setting Your NAME

When you send a document, your NAME can appear as a header on the top of the copy printed at the other station.

The NAME helps to identify you to someone who receives your document.

1



repeatedly until your request is displayed.

BASIC SETTING ?

2



DATE & TIME ?

3



SETTING NAME ?

4



NAME : ■

5

Enter your NAME (max. 25 characters and digits) by using the dial keypad (see page 19).

Ex: P A N A S O N I C

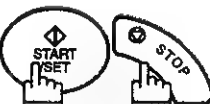
NAME : PANASONIC ■

If you make a mistake, use  and

 to move the cursor to the incorrect character and enter a new character over it.

If more than 11 characters are entered, the characters on the left will be scrolled off from the display.

6



Setting Your ID Number (Fax Telephone Number)

If the remote apparatus does not have a Character ID but has an ID Number, when sending or receiving, your ID Number will appear on the remote apparatus LCD display and their ID Number will appear on your LCD display.

You should use your facsimile telephone number as your ID number can assume up to 20 digits.

1



repeatedly until your request is displayed.

BASIC SETTING ?

2



DATE & TIME ?

3



repeatedly until your request is displayed.

FAX TEL NO. ?

4



TEL: ■

5

Enter your ID (max.20 digits) by using the keypad to enter numbers and **SPEAKERPHONE** to enter a space.

Ex: **2 0 1 SPEAKERPHONE 5 5 5**
SPEAKERPHONE 1 2 1 2

TEL: 01 555 1212 ■

If you make a mistake, press **HOLD/CLEAR** to erase the number then re-enter the correct number.
 If more than 11 characters are entered, the characters on the left will be scrolled off from the display.

6



Note: You may use **#** to enter a "+" character at the beginning of the ID number to indicate the following digit(s) is for your country code.

Ex: +1 201 555 1212 +1 for U.S.A. country code.
 +81 3 111 2345 +81 for Japan country code.

▶ Entering Characters

Enter characters using the ten buttons. Select the desired characters according to the following table.

■ Character Table

Ten buttons	Character String										Ten buttons	Character String									
	Number of times buttons Pressed											Number of times buttons Pressed									
	1	2	3	4	5	6	7	8	9	10		1	2	3	4	5	6	7	8	9	10
[1]	1										[7]	P	Q	R	S	7					
[2]	A	B	C	2							[8]	T	U	V	8						
[3]	D	E	F	3							[9]	W	X	Y	Z	9					
[4]	G	H	I	4							[0]	+	-	/	&	()	'	,	.	0
[5]	J	K	L	5							[*]	*									
[6]	M	N	O	6							[#]	#									

Special use of panel button

Panel button	Use
SPEAKERPHONE	Enter a SPACE
▶	Move the cursor to the right
◀	Move the cursor to the left

■ How to Enter Characters

Select the desired characters in the above table and press **START/SET**. This enters the selected characters.

Example: Entering "PANASONIC"

7 **START/SET** :P
2 **START/SET** :A
6 **6** **START/SET** :N
2 **START/SET** :A
7 **7** **7** **7** **START/SET** :S
6 **6** **6** **START/SET** :O
6 **6** **START/SET** :N
4 **4** **4** **START/SET** :I
2 **2** **2** **START/SET** :C

Managing Outgoing Messages (OGM) ◀

To enhance the FAX/TEL Auto-switching mode function, your apparatus can provide the call with 2 separate voice announcements after answering the call.

When operating your apparatus with the built-in digital TAM, you can record a personal greeting message up to 30 seconds long.


The F/T FIRST OGM is a message (max. 4 sec) to the calling station while the apparatus is activating the internal bell.

The F/T LAST OGM is a closing message (max. 8 sec) before the apparatus enters the fax mode.

The TAM OGM is a greeting message (max. 30 sec) for the TAM.

TAM OGM

To Record

1  repeatedly until your request is displayed.

MANAGING TAM OGM

2 

PRESS START

3 

After hearing a beep tone, start recording through the microphone from a distance of approximately 20 cm.

RECORDING 30S.
count down

4 

When finish recording, your apparatus plays the recorded OGM automatically.


Sample of greeting messages

TAM OGM : Hello, this is Mr.Smith. I am unable to answer your call right now. Please leave your message after the beep. If you are calling to send a fax, press the asterisk button twice on your touch tone telephone now and start your apparatus. Thank you for your call.

- ! Note:**
1. To change an OGM, you must delete the old OGM first (See page 21) and then record a new one.
 2. The greeting message can be changed from a remote touch tone telephone using the Remote Control function. (See page 68)
 3. Press **STOP** anytime to end OGM.
 4. It is helpful to include a statement of the answering telephone number with the National Code.

► Managing Outgoing Messages (OGM)

To Play back

1  repeatedly until your request is displayed.

MANAGING TAM OGM

2  (see Note)

* PLAYBACK *

To Erase

1  repeatedly until your request is displayed.

MANAGING TAM OGM

2  (see Note)

START TO ERASE












3 
Your apparatus deletes the recorded OGM.

 **Note:** Unless OGM is recorded, apparatus will beep 3 times and LCD display shows "NOT RECORDED".

Managing Outgoing Messages (OGM) ◀

Fax/Tel OGM

To Record

- 1  repeatedly until your request is displayed.
- 2 
- 3  or  repeatedly until your request is displayed.
- 4 
- 5  or  repeatedly until your request is displayed.
- 6 
- 7 
- 8 
After hearing a beep tone, start recording through the microphone from a distance of approximately 20 cm.
- 9 
When finish recording, your apparatus plays the recorded OGM automatically.

FAX SETTING ?

SILENT RCV ?

MANAGING F/T OGM

F/T FIRST OGM ?

F/T FIRST OGM ?

or

F/T LAST OGM ?

REC F/T FIRST ?

PRESS START

RECORDING 04S.
count down

Sample of greeting messages

- Fax /Tel First OGM : Please hold while your call is being transferred.
 Fax /Tel Last OGM : Sorry, there is no one here to answer your call.
 To send a fax, please start your apparatus now.

- !** **Note:** 1. To change a OGM, you must delete the old OGM first (See page 24) and then record a new one.
 2. Press **STOP** anytime to end OGM.

► Managing Outgoing Messages (OGM)

To Play back

1



repeatedly until your request is displayed.

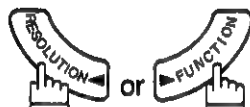
FAX SETTING ?

2



SILENT RCV ?

3



repeatedly until your request is displayed.

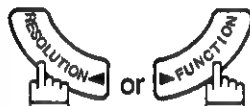
MANAGING F/T OGM

4



F/T FIRST OGM ?

5



repeatedly until your request is displayed.

F/T FIRST OGM ?

or

F/T LAST OGM ?

6



PLAY F/T FIRST ?

7















Your apparatus plays the recorded OGM.

* PLAYBACK *

Managing Outgoing Messages (OGM) ◀

To Erase

- 1  repeatedly until your request is displayed.
- 2 
- 3  or  repeatedly until your request is displayed.
- 4 
- 5  or  repeatedly until your request is displayed.
- 6 
- 7  or  repeatedly until your request is displayed.
- 8 
- 9  Your apparatus deletes the recorded OGM.

FAX SETTING ?

SILENT RCV ?

MANAGING F/T OGM

F/T FIRST OGM ?

F/T FIRST OGM ?

OR

F/T LAST OGM ?

PLAY F/T FIRST ?

ERASE F/T FIRST?

START TO ERASE



The MERCURY Residential 132 and Pin Code Service

Mercury's Residential Service is a highly competitive telephone service for the residential and small business user. Most UK long distance and international calls are cheaper over Mercury, especially in the Economy period. For customers who make a large number of long distance and international calls during the daytime, extra saving area available by joining the Mercury Frequent Caller Programme.

Mercury calls are rounded to the second, and charged to the nearest tenth of a penny. You will also receive fully itemised bills. Mercury Customer Assistance is available 24 hours a day to provide the highest level of customer service.

There are two ways to access Mercury, the Residential 132 and Pin Code Service. To find out the best method to suit your requirement, call Mercury Customer Assistance on Free Call 0500-500194 (24 hours). Most homes and businesses are now able to access the Mercury network via their existing British Telecom line. Mercury Customer Assistance will be able to check whether Mercury is available in your area.

All Mercury's charges and tariffs are the same for both methods of accessing Mercury. The only difference is how you connect to the Mercury network.

For Residential 132 Service Customers

Once you have become a Mercury Residential 132 customer, you simply dial 132 before a long distance or international call to send it over the Mercury network. The Mercury button on your apparatus comes with the digits '132' pre-stored in it. To check that you have access to Mercury follow details as page 27 "Checking the Connection to Mercury Network".

For Pin Code Service Customers—Programming the Mercury Button with Your PIN Code

After you apply for Mercury's Pin Code Service, you will receive a Mercury PIN code in two separate parts. The PIN code, which is similar to a bank PIN number, identifies you as a Mercury customer and will need to be stored in your fax memory using the Mercury button. See page 26 "To enter 131 access and PIN code".

Cost Centre Codes

Cost Centre codes are selectable on your Mercury order form. By keying in a code number (either 2 or 3 digits) before dialling each and every Mercury call businesses can allocate calls to different jobs, or residential users can see who is responsible for each call.

Please note that Cost Centre codes are not currently available with Residential 132 Service (at time of going to press).

Deleting the Mercury PIN Code

If for any reason you have to return your apparatus for repair, you should delete the Mercury PIN code (see Note 2 in page 26).




Note: To ensure the security of your Mercury PIN code it is essential that you do not disclose your personal 4-digit code to any unauthorised persons.



The MERCURY Residential 132 and Pin Code Service


Entering the Mercury Button

To enter 132 access code into the Mercury button, you do not need to do anything as the 132 access code is already programmed in the Mercury Button (see Note 1).


To enter 131 access and PIN code (Mercury Pin Code Service Customer Only)

- 1**  repeatedly until your request is displayed.



SPEED DIAL NOS. ?
- 2**  

PRESS ONE-TOUCH
- 3** 

NEW PASSWD=■■■■
- 4** Enter a 4-digit password (Note 2).
Ex: **1 2 3 4** and **SET**

NEW PASSWD=1234
- 5** 

< M>■
- 6** Enter 131, **PAUSE** and your PIN code (part 1 then part 2) over the number 132 (Note 3). (Max. 20 digits)
Ex: **1 3 1 PAUSE 1 2 3 4 5 6 7 8**

< M>131-1234567■
- 7**  

- ! Note:**
1. If your apparatus is connected to a PBX line and needs a special code to get an outside line, follow the steps above and enter the number first then 132 access code.
 2. You can enter any 4-digit number, which prevents an unauthorised person from accessing your PIN code.
 3. If your apparatus is connected to a PBX line and needs a special code to get an outside line, enter the number first, followed by 131 access code, Pause and your PIN code.

The MERCURY Residential 132 and Pin Code Service

Checking the Connection to Mercury Network

To check if you have access to Residential 132 Service make the following call.
(see Note 1)

1 

ENTER TEL NO.

2 

< M> 132

3 Dial 132 using your apparatus's keypad.

4 You will hear the recorded message welcoming you to Mercury network through your apparatus's monitor speaker. (see Note 2)

5 Now to make a call via Mercury. See page 30.

To check if Mercury button is programmed correctly for Pin Code Service make the following call. (see Note 1)

1 

ENTER TEL NO.

2 

< M> ■■■■■■■■

3 Enter Cost Centre Code if applicable. (see Note 3)

4 Dial 1500 using your apparatus's keypad.

5 You will hear a high pitched tone (Mercury dial tone) through your apparatus monitor speaker, then after a few seconds the recorded message welcoming you to Mercury network. (see Note 2)

6 Now to make a call via Mercury. See page 30



Note: 1. This call is free of charge.


2. If you cannot hear the message clearly, adjust the Monitor volume. (see page 74)

3. Select any 2 or 3 digit number except 112 or 999.

4. If you have any difficulties, please contact Mercury Customer Assistance on Free Call 0500-500193(24 hours).

The MERCURY Residential 132 and Pin Code Service

Re-entering the Mercury Button

1  repeatedly until your request is displayed.

SPEED DIAL NOS.?

2  

PRESS ONE-TOUCH

3 


OLD PASSWD=■■■■

4 Enter the 4-digit password.
Ex: and

NEW PASSWD=■■■■

5 Enter a new 4-digit password.
Ex: and

< M>131-■■■■■■■■

6 

< M>■

7 Enter a new access code (and, Pause, PIN code for 131 access). (See Note 1)
Ex:

< M>132■

8  

- !** **Note:** 1. When you change Mercury button setting, One-Touch/Directory Search dialling numbers which are programmed using Mercury button are changed automatically.
2. To delete the PIN code press just after pressing after step 5.









The MERCURY Residential 132 and Pin Code Service

Entering One-Touch/Directory Search Dialling Numbers

The Mercury button can be used to help you to enter One-Touch/Directory Search dialling numbers. Instead of entering either 132 or 131, Pause and PIN code at each time of entering the One-Touch/Directory Search dialling number, you simply press the Mercury button followed by the desired telephone number.

If you want to retain the choice between British Telecom network and Mercury network, just enter the telephone number. (see Note 1)

To enter One-Touch/Directory Search dialling via Mercury network

- 1  repeatedly until your request is displayed. SPEED DIAL NOS.?
- 2   PRESS ONE-TOUCH
- 3 Press a One-Touch button (1 to 4) or DIRECTORY SEARCH and a 2-digit code (01 to 39). < 1>
 Ex:  ONE-TOUCH
- 4  (see Note 2) < 1>131-■■■■■■■■■■
 or
< 1>132■
- 5 Enter the telephone number. (see Note 3)
 Ex: 5 5 5 1 2 3 4 < 1>■■■■■■5551234
 or
< 1>1325551234■
- 6 
- 7 Enter the station name using character button (up to 15 characters).
 Ex: P A N A S O N I C
- 8  

- ! Note:**
1. Only transmission from ADF is available in this operation. If you want to use memory transmission via Mercury network, enter full number into One-Touch/Directory Search dialling number by using Mercury button.
 2. If 131 access is set in Mercury button, PIN code is not shown on the display.
 3. You can enter the number up to 36 digits in total of the access code, PAUSE, PIN code and telephone number.
 4. After entering whole One-Touch/Directory Search dialling numbers, confirm the all numbers are entered correctly by using One-Touch/Directory Search dialling number list (see page 78). If the PIN code is entered in a One-Touch/Directory Search dialling, the PIN code is not printed out.

The MERCURY Residential 132 and Pin Code Service

Transmission Via Mercury Network

Where an access code is programmed in One-Touch/Directory Search dialling



Set document(s) face down.

DOCUMENT SET



Press a One-Touch button or Directory Search number.

Ex:
ONE-TOUCH

< 1>(Station name)



The display will show the One-Touch numbers and station name. The full number will then be dialed and start sending automatically.

Where an access code is not programmed in One-Touch/Directory Search dialling (see Note 1)



Set document(s) face down.

DOCUMENT SET



Enter Cost Centre Code if applicable. (see Note 2)

131-■■■■■■■■■■

or

132■



Dial the telephone number by pressing either:

- Manual Number Dialling
- One-Touch Dialling
- Directory Search Dialling

131-■■■■■■5551234

or

1325551234



- Note:**
1. Only transmission from ADF is available in this operation. If you want to use memory transmission via Mercury network, enter full number into One-Touch/Directory Search dialling number by using Mercury button.
 2. Select any 2 or 3 digit number except 112 or 999. (Only applicable to Mercury 2300 Service customer who have selected to use Cost Centre codes.

Telephone

Direct Dialing

To dial a telephone number manually using the keypad, follow the steps below.

1



ENTER TEL NO.

2

Dial by using the following methods.

- Enter a telephone number from the keypad.

Ex: **5 5 5 1 2 3 4**

- One-Touch Dialing (Refer to page 39)
- Directory Search Dialing (Refer to page 40)

5551234■

3

When the other party answers, begin your conversation.

4



When you have finished talking.



Note: 1. Speak toward the microphone from a distance of approximately 20 cm.
2. Use the Speakerphone in a quiet room for best performance.

Duration Display

About 10 seconds after you have dialed the telephone number, the communication time will start to count as shown on the LCD Display.

00:00'20"

Manual Number Dialing

1

Enter the telephone number and make sure that the number is correct.

Ex: **5 5 5 1 2 3 4**

5551234■

2



Lift up the handset.

3

When the other party answers, begin your conversation.

4



When you have finished talking, replace the handset.

Digital Telephone Answering System

Setting Built-in TAM



2 The apparatus plays back the OGM.

* GREETING *

Note: If your apparatus displays "MEMORY FULL 870", you need to erase the incoming messages.

Reset the TAM

1 The OUT lamp blinks when there is a new message recorded.



3 Your apparatus plays back the new ICM.
The display shows the recorded time for each ICM.

01	SUN 15:00	05
Current ICM		Total ICM

4 to delete ICM. (Note 3)
or
 to return to standby.






START TO ERASE

- Note:**
1. If you receive an incoming call while you are playing back the messages, the playing of messages will stop and LCD will display "PICK UP TELEPHONE". Lift up the handset to talk.
 2. To cancel ICM playback midway, press **STOP**.
 3. If you do not do anything for about five seconds after playing back the ICM, the recorded message will not be erased and will stay in memory. To play back the message again, carry out the operation as described on page 33.
 4. The recording time for the incoming messages can be set. (See page 75, 76)

Digital Telephone Answering System

Button function while playing back ICM

The following functions can be used during ICM playback:

	Erase the current ICM (Incoming Message).
 	Play back the previous ICM or the beginning of current ICM.
 	Play back the next ICM.

Erase all ICM (Incoming Message)

1 

MANAGING ICM

2 

START TO ERASE

3 

DELETED

Erase an ICM (Incoming Message)

You can erase each ICM during the ICM playback.

1 

MANAGING ICM

2 

3 Select the ICM to be erased.

01 TUE 14:23 05

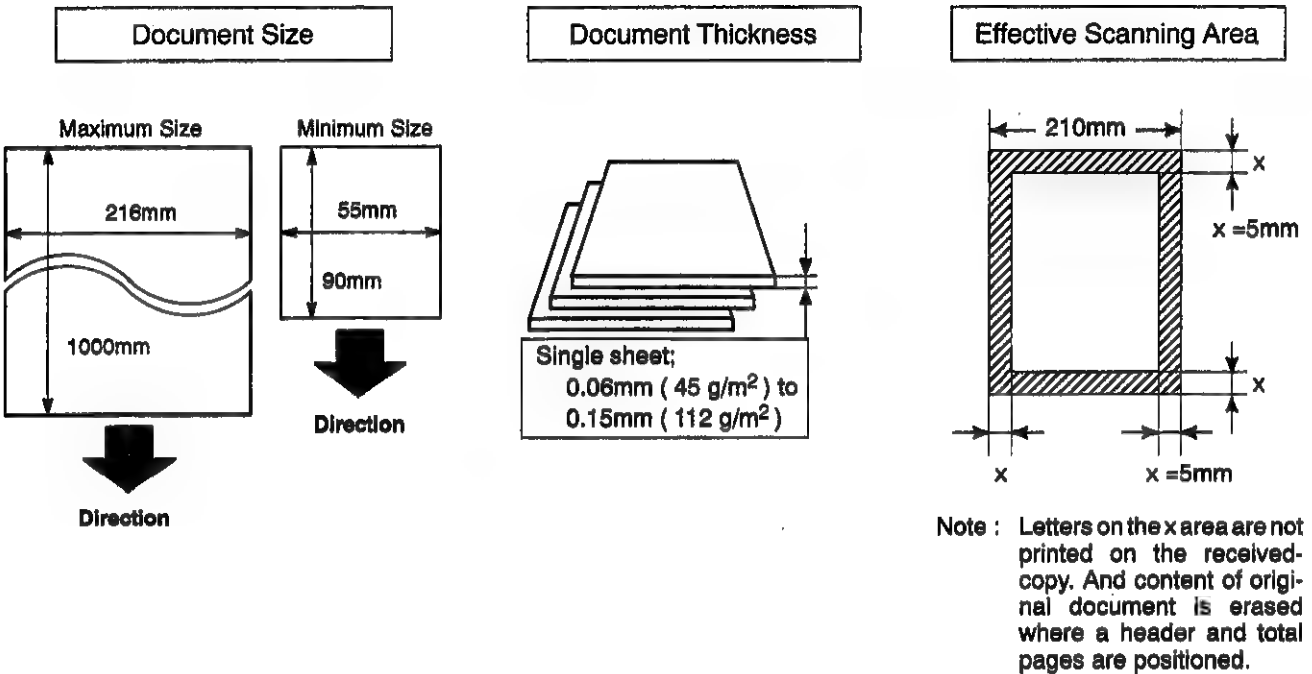
4  while playing back the ICM.

5 To erase next ICM, start again from step 3.
To quit, press **STOP**.

Loading Documents

Documents You Can Send

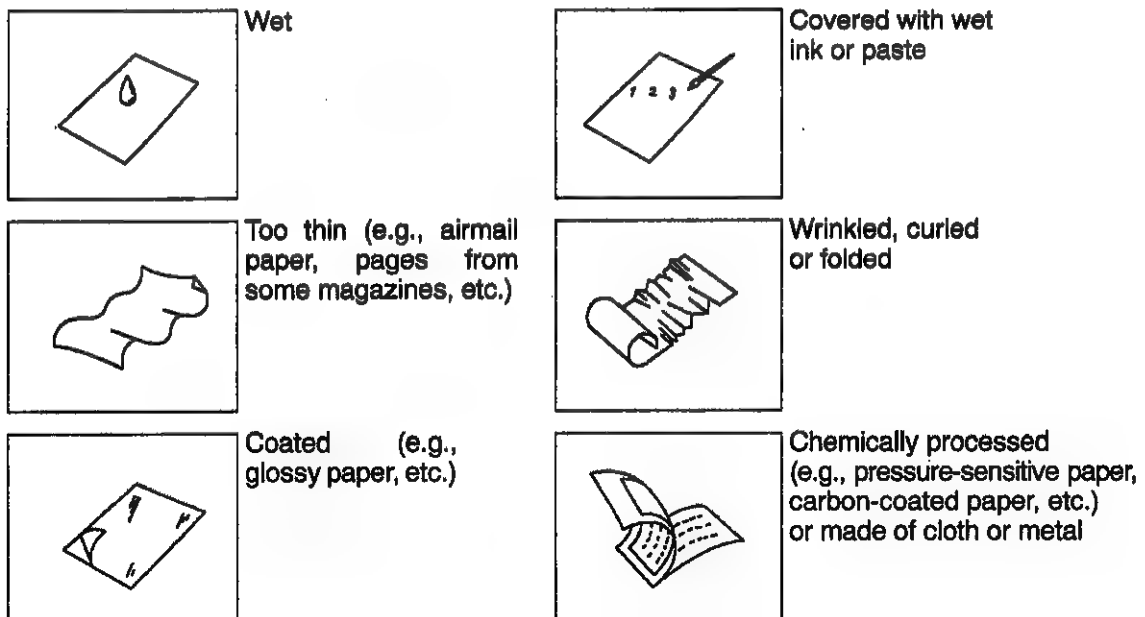
In general, your apparatus will send any document printed on A4, Letter or Legal size paper.



BASIC FEATURES

Documents You Cannot Send

You must never try to send documents that are

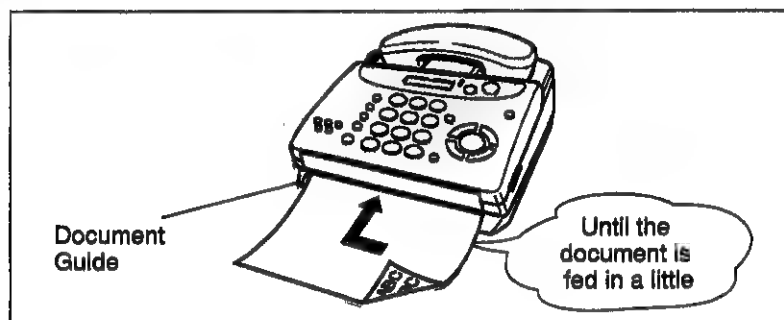


To transmit these kinds of documents, make a photocopy first and then transmit the copy.

► Loading Documents

How to Load Documents

1. Make sure the document is free of staples, paper clips and is not torn, greasy or covered by foreign particles.
2. Set a document face down, and insert one sheet at a time against the left side of the Document Guide until the document is **fed in a little**. (see Note)
3. When first/previous page is transmitted, alarm will sound to indicate the next page to be inserted. (Document must be inserted within 5 seconds of alarm sounding.)
4. Make sure that the final document is completely fed into the apparatus before you press **STOP** to terminate the transmission. However, if you do not insert the next document within 5 seconds, transmission ends automatically.



Note: If the document is not fed into the apparatus properly, it will not be sent. In this case, please remove it and reload it until it is fed in a little.

Basic Transmission Settings

You can temporarily change the transmission settings either before or after you place the document on the Document Guide. These settings are as follows:

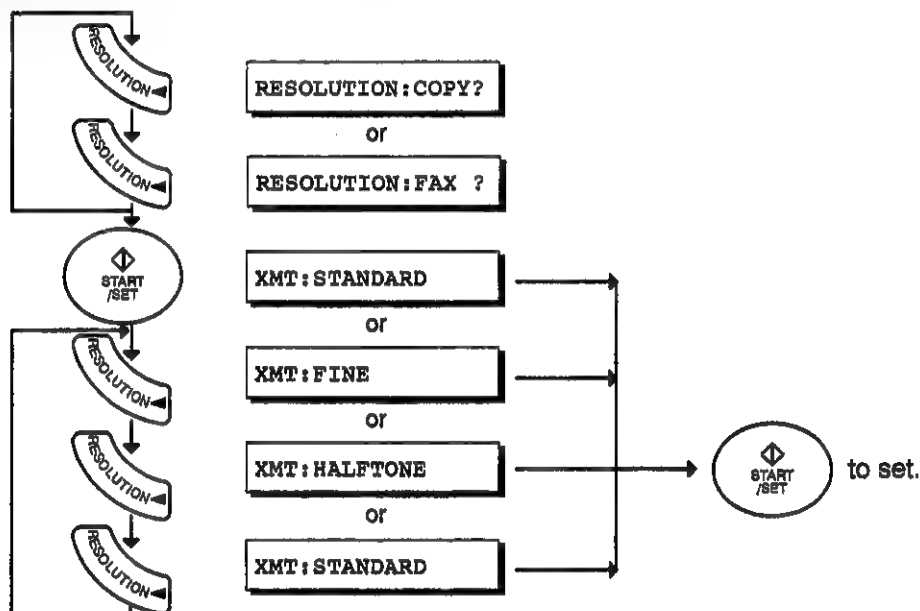
- Resolution and Halftone

After your document has been sent, your apparatus will automatically return to the preset settings.

Resolution and Halftone for Faxing

Use **Fine** for detailed documents, or **Halftone** when sending photographs or illustrations with gray tones.

Press **RESOLUTION** to:



- !** **Note:** 1. To permanently change the preset Resolution position, change the FAX SETTING see page 75, 77.
2. Setting of the Resolution cannot be changed when you copy.

Fax (Basic)

Sending Documents

Direct Dialing

For Direct Dialing, follow these steps:

1



Set the document face down into the Document Feeder.

DOCUMENT SET

2



Lift up the handset and dial the telephone number from the keypad.

ENTER TEL NO.

3

When you hear the voice of the other party, tell the other party to prepare to receive a document.

Then, when you hear a beep, press **START/SET** and replace the handset.

ON LINE * XMT *

4



The Next Document Alarm will be heard when previous document has been fed out.
Set next document within 5 seconds.



Note: To stop the transmission, press **STOP**.

Manual Number Dialing

To dial the telephone number manually, follow the steps below:



Set the document face down into the Document Feeder.

DOCUMENT SET

2

Enter a telephone number from the keypad.

Ex: **5 5 5 1 2 3 4**

5551234■

3



Your apparatus starts to dial the telephone number and sends the document automatically.

ON LINE * XMT *

4



The Next Document Alarm will be heard when previous document has been fed out.
Set next document within 5 seconds.



Note: 1. If you need a special access number to get an outside line, dial it first then press **PAUSE** to enter a pause (represented by a "-") before dialing the full number.

Ex: 9 **PAUSE** 5551234

2. To stop the transmission, press **STOP**.

3. When you hear the voice of the other party through the monitor speaker after step 3, lift up the handset and tell the other party to prepare to receive a document. After you hear a beep, press **START/SET** and replace the handset.

Fax (Basic)

One-Touch Dialing

One-Touch Dialing allows you to dial a full number by pressing a single button. To set One-Touch buttons, see page 42.

1



Set the document face down into the Document Feeder.

DOCUMENT SET

2



The display will show the One-Touch number and station name. The full number will then be dialed and transmission will start automatically.

< 1>(Station name)

3



The Next Document Alarm will be heard when previous document has been fed out.
Set next document within 5 seconds.




Note: 1. To stop the transmission, press **STOP**.


2. When you hear the voice of the other party through the monitor speaker after step 2, lift up the handset and tell the other party to prepare to receive a document. After you hear a beep, press **START/SET** and replace the handset.

Directory Dialing

You can select and dial telephone numbers registered by pressing the Directory Search button while checking the telephone number in order of registration.

- 1** 


Set the document face down into the document Feeder.


DOCUMENT SET
- 2a** 

Until display shows the station name you want to send to.



[1] PANAFAX

[10] MATSUSHITA


2b 

CALL ID MEM. ?
- 3a** 

Your apparatus starts to dial the telephone number and transmission will start automatically.


3b 
- 4a** 

The Next Document Alarm will be heard when previous document has been fed out.
Set next document within 5 seconds.


4b 

Until display shows the station name you want to send to.

(01) PANAFAX

(25) MATSUSHITA
- 5b** 

Your apparatus starts to dial the telephone number and transmission will start automatically.

6b 

The Next Document Alarm will be heard when previous document has been fed out.
Set next document within 5 seconds.

- !** **Note:** 1. To stop the transmission, press **STOP**.
 2. When you hear the voice of other party through the monitor speaker after step 5, lift the handset and tell the other party to prepare to receive a document. After you hear a beep, press **START/SET** and replace the handset.

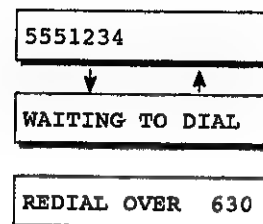
Fax (Basic)

Redialing

Automatic Redialing

If the line is busy, your apparatus will redial the number up to 2 times at 3-minute interval. During that time, a message will appear as shown on the right.

If the line is still busy after the last try, a message will appear as shown on the right and your apparatus will print a COMM. Journal depending on the FAX SETTING. (See page 77.)



Manual Redialing

You can redial the last 5 dialed number manually by pressing the **REDIAL** button.

To redial the last dialed number

1



Set document face down into the Document feeder.

DOCUMENT SET

2



Repeatedly until required redial number is display.

9-555 1234

3









Your apparatus starts to dial the displayed dial number and send the document automatically.

Speed Dialing Numbers

Registering Speed Dialing Numbers

One-Touch and Directory Search Dialing are two fast ways of dialing full telephone numbers. To use these dialing methods, you must first register the telephone number using the following procedure:







To register a One-Touch button, follow these steps below

- 1  repeatedly until your request is displayed. SPEED DIAL NOS.?
- 2  ONE-TOUCH DIAL ?
- 3  PRESS ONE-TOUCH
- 4 Ex:  < 1>TELEPHONE NO
- 5 Enter the telephone number.
(up to 36 digits including pauses and spaces)
Ex: 9 PAUSE 5 5 5 SPEAKERPHONE
1 2 3 4 < 1>9-555 1234
- 6  < 1>STATION NAME
- 7 Enter the station name using the dial keypad
(up to 15 characters).(See page 19)
Ex: S A L E S ▶ D E P T . < 1>SALES DEPT.
- 8  PRESS ONE-TOUCH
To record another number, repeat step 4 to 7.
To return to standby, press STOP.

- !** **Note:**
1. If you require a special access number to get an outside line, enter it first and then press PAUSE.
A hyphen "-" is displayed for pause.
 2. Use SPEAKERPHONE to enter a space between the numbers to make it easier to read.
 3. When storing telephone numbers check that the detail stored is correct.

► Speed Dialing Numbers

To register a Directory Search Dialing Number, follow these steps below:

- 1  repeatedly until your request is displayed. SPEED DIAL NOS.?
- 2  ONE-TOUCH DIAL ?
- 3  DIRECTORY DIAL ?
- 4  DIRECTORY NO.=■■■
- 5 Ex: 0 1 (01 to 10) [1]TELEPHONE NO
- 6 Enter the telephone number.
(up to 36 digits including pauses and spaces)
Ex: 9 PAUSE 5 5 5 SPEAKERPHONE [1]9-555 1234■
1 2 3 4
- 7  [1]STATION NAME
- 8 Enter the station name using the dial keypad
(up to 15 characters). (See page 19)
Ex: M A T S U S H I T A [1]MATSUSHITA■
- 9  DIRECTORY NO.=■■■
To record another number, repeat step 3 to 7.
To return to standby, press STOP.


- !** **Note:** 1. If you require a special access number to get an outside line, enter it first and then press PAUSE.
A hyphen "-" is displayed for pause.
2. Use SPEAKERPHONE to enter a space between the numbers to make it easier to read.
3. When storing telephone numbers check that the detail stored is correct.

Speed Dialing Numbers


Changing or Erasing Speed Dialing Numbers

If you need to change any of the speed dialing numbers, follow the steps below:

To change the settings of a speed dialing number

1  repeatedly until your request is displayed.

2 

3  : One-Touch Dialing Number
or
: Directory Search Dialing Number

and then




4 Press One-Touch button or Directory Search Dialing Numbers you want to change.

Ex:  2

5 

then enter a new telephone number. (see Note 1 and 2)

Ex:  9  9  8 
  3  4  5  6

6 

7 

then enter a new station name. (see Page 19)

Ex:        

8 

To return to standby, press .

SPEED DIAL NOS. ?

ONE-TOUCH DIAL ?

ONE-TOUCH DIAL ?

or

DIRECTORY DIAL ?

PRESS ONE-TOUCH

or

DIRECTORY NO. = 

< 2>9-555 1234

< 2>



< 2>9-998 3456


< 2>PANASONIC

< 2>

< 2>PANAFAX


PRESS ONE-TOUCH

! Note: 1. Use  or  to move the cursor, then enter the correct number over the incorrect number.

2. Use  to enter a space between the numbers you set. Each space is counted as a digit and you can enter up to 36 digits per station.

► Speed Dialing Numbers



To erase the settings of speed dialing number

1  repeatedly until your request is displayed.

SPEED DIAL NOS.?

2 

ONE-TOUCH DIAL ?

3  : One-Touch Dialing Number
or
: Directory Search Dialing Number
and then


ONE-TOUCH DIAL ?

or

DIRECTORY DIAL ?

PRESS ONE-TOUCH

or

DIRECTORY NO. - ■■

4 Press One-Touch button or Directory Search Dialing Number you want to erase.

Ex:  1
ONE-TOUCH

< 1>9-555 4567

5 

< 1>■

6 




PRESS ONE-TOUCH

To return to standby, press **STOP**.

Receiving Documents

Reception Modes

Your apparatus provides three fax reception modes. Select the mode to suit your specific requirements.

Mode	Your Usage	Required Setting	Required Operation
IN	You wish to take incoming call before your apparatus answers. (Telephone Mode : See page 47)	Set the RCV MODE (IN) to the "MANUAL RCV". (See page 49.)	 Lamp : OFF
	If the incoming call is a Fax call, your apparatus automatically receives documents. If it is a Voice call, the apparatus signals (rings) through the speaker for your attention. (Fax/Tel Auto Switching Mode : See page 47).	Set the RCV MODE (IN) to the "FAX/TEL". (See page 49.)	 Lamp : OFF
OUT	If the incoming call is a Fax call, your apparatus automatically receives documents. If it is a Voice call, your apparatus automatically records its message. (Fax/Built-in TAM Mode : See page 48)		 Lamp : ON

▶ Receiving Documents


This section describes operations when your apparatus is set to one of reception modes. (Refer to page 46)


Telephone mode (MANUAL RCV)

- 1** Your apparatus is set to this mode when purchase. This mode is recommended when you receive Voice Call more than Fax Call.
(See page 76, [RCV MODE (IN)])

If it is a **fax** call.

If it is a **voice** call.

- 2**  Lift up the handset or extension telephone. (Refer to page 72)

- 2**  Lift up the handset or extension telephone. (Refer to page 72)

- 3** If you hear the "Pi...Pi...Pi" tone, this indicates that the call is an automatic fax transmission. Your apparatus detects its signal automatically and receives documents. (See Note 1)

- 3** Start your conversation with the other party.
If you want to receive documents after your conversation, press **START** if you lift up the handset or use Remote Reception (See page 72) if you lift up extension telephone.

Fax/Tel Auto Switching Mode

- 1** In this mode, your apparatus automatically receives the fax if the call is fax transmission.
If it is Voice Call, the fax apparatus will ring to inform you to lift up the handset on the fax apparatus.

If it is a **fax** call.

If it is a **voice** call.

- 2** It rings once. (See Note 2)

- 2** It rings once. (See Note 2)

- 3** Reception starts.

- 3** It rings about 12 times. (See Note 3)
F/T FIRST OGM is played back repeatedly to other party. (See Note 4)

- 4** F/T LAST OGM is played back to the other party, and it starts reception.



- Note:**
1. Please refer Friendly Reception for its operation and setting. (See page 50)
 2. Set the number of initial rings before the apparatus answers. Setting of [RING COUNTER] is valid when the [SILENT RCV] is set to "OFF". (See page 75, 77)
The number of initial rings may differ depending on countries.
 3. Set the number of rings that the apparatus will alert for a voice call when set to the Fax/Tel Auto Switching mode. (See page 75, 77)
 4. If F/T first OGM or F/T Last OGM is not recorded, apparatus will send simulated Ring Back Tone. (See page 20)

Receiving Documents

Fax/Built-in TAM Mode

- | | |
|--|--|
| <p>1 In this mode, your apparatus automatically receives the fax if the call is an automatic fax transmission.
If it is Voice Call, the fax apparatus will play back TAM OGM and record message.</p> <p style="border: 1px dashed black; padding: 5px; margin: 10px 0;">If it is a fax call.</p> <p>2 It rings once. (See Note 1)</p> <p>3 Reception starts.</p> | <p style="border: 1px dashed black; padding: 5px; margin: 10px 0;">If it is a voice call.</p> <p>2 It rings once. (See Note 1)</p> <p>3 TAM OGM is played back.</p> <p>4 When the call is a telephone call, the message is recorded. (max. 30 seconds.) (Note 2)</p> |
|--|--|

Answering the call using an extension telephone

If you have an extension telephone connected to the same line, it is possible to answer the call during playing back OGM or recording ICM using touch tone extension telephone.

Lift the handset of extension telephone during playing back OGM or ringing of Incoming call.



Press **1 1**, within 3 seconds.
• It stops playing back OGM.



Talk with other party.

- Note:**
1. This feature is available when the apparatus is set to Fax/Tel Auto Switching Mode or Fax/Built-in TAM mode.
 2. This feature may not work when using touch tone extension telephone that emits dialing tones only at the instance when buttons are pressed.





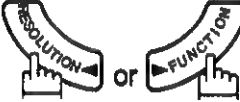



- Note:**
1. Set the number of initial rings before the apparatus answers. Setting of [RING COUNTER] is valid when the [SILENT RCV] is set to "OFF" (See page 75, 77). The number of initial rings may differ depending on countries.
If the [TOLL SAVER] is set "ON", setting of [RING COUNTER] is ignored.
 2. The recording message time can be changed. (See page 75, 76)

▶ Receiving Documents

Setting the Reception Mode (IN Mode)

Following the procedure to set Telephone Mode (Manual Reception) or Fax/Tel auto switching Mode.

- | | | | |
|----------|---|---|--------------------------|
| 1 |  | repeatedly until your request is displayed. | BASIC SETTING ? |
| 2 |  | | DATE & TIME ? |
| 3 |  | repeatedly until your request is displayed. | RCV MODE (IN) ? |
| 4 |  | | :MANUAL RCV |
| 5 |  | | :FAX/TEL |
| 6 |  | | 12-MAR 15:00 |



Note: 1. To quit setting midway, press **STOP**.

2. When the fax answers the incoming call in Fax/Tel mode, the extension telephone will stop ringing.
If it is a voice call, the apparatus will start ringing.

You can change the number of rings that the apparatus will alert the caller in the FAX SETTING. (See page 75, 77)

You can select the number of initial rings before the apparatus answers by the [RING COUNTER] and set the [SILENT RCV] to "OFF" to valid setting of [RING COUNTER] in the FAX SETTING. (See page 75, 77)

Receiving Documents

Manual Reception

You can receive faxes after you have finished conversation with the other party.

1 Fax apparatus starts to ring.

PICKUP TELEPHONE

2 

* TELEPHONE *

Lift up the handset and start your conversation.
Ask the other party to send the document after he hears the answering tone.

3 

ON LINE * RCV *

Reception starts. (See Note 2)

4 

Replace the handset. (See Note 1)

Friendly Reception

When you answer the call by lifting up the handset, the fax will automatically receive documents if it is a fax call.

Lift up the handset
when it rings.



• Replace the handset.
If you hear the FAX tone,
reception starts automatically.



Reception ends.

- Note:**
1. When system setting [FRIENDLY RCV] is set to "OFF", this function is not possible. (See page 75, 77)
 2. Sometimes friendly reception is not possible if you hear noise when you lift up the handset. When this happens, press **START** to start reception.
 3. Your apparatus will not automatically switch to reception if 30 seconds elapse without receiving fax signal after lifting up the handset.



- Note:**
1. If you replace the handset before pressing **START**, the incoming call will be cut off.
 2. If a document is placed in your apparatus when you press **START**, your apparatus will switch to fax transmission. To receive faxes, remove the document and press **START**.

► Receiving Documents

Caller ID

You can confirm caller's telephone number on the display before taking a call. This function is useful to avoid any unwanted calls. To enable this function you need to change the Caller ID setting in the BASIC SETTING in advance (see page 75, 76).


In order to use this function you must request for this service to be made available from your telephone company. This apparatus is compatible with BT Caller ID service. This feature may not work for other Caller ID services.

1234567890123

Blacklist

By registering telephone number of unwanted call into Blacklist, apparatus not ring if its number matches with registered one. (Up to 10 telephone number can be registered.)


To register the caller's telephone number into Blacklist after communication (Manually).

1  repeatedly until your request is displayed.

BASIC SETTING ?

2 

DATE & TIME ?

3  repeatedly until your request is displayed.

CALLER ID ?

4 

: OFF

5 

: ON

6 

BLACK LIST ?

7 

NO. = ■

Receiving Documents ◀

8

Enter the Blacklist number and then press **START/SET**.

Ex: **0 2** (01 to 10)

NO. = 02

9

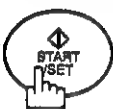
Enter the telephone number.
(up to 20 digits including pauses and spaces)

Ex: **9 5 5 5 1 2 3 4 5 6 7 8**

(02) TELEPHONE NO

(02) 55512345678 ■

10



To record another number, repeat steps 8 to 10.

To return to standby, press **STOP**.











- Note:**
1. If the station name sent from caller side matches with the one registered in the One-Touch or Directory Search Dial list, registered Station Name for its telephone number will be displayed by pressing ◀ or ▶.
 2. LCD can display the reason why telephone number is not displayed. (i.e. PRIVATE or OUT OF AREA etc.)

► Receiving Documents

Changing the Caller's telephone number in Blacklist

If you need to change any of the Caller's telephone number in the Blacklist, follow the steps below:

To change the Caller's telephone number in the Blacklist

- 1  repeatedly until your request is displayed. BASIC SETTING ?
- 2  DATE & TIME ?
- 3  repeatedly until your request is displayed. CALLER ID ?
- 4  : ON
- 5  BLACK LIST ?
- 6  NO. = ■
- 7 Enter the Blacklist number and then press START/SET. NO. = 02
Ex: 0 2 (01 to 10) (02) TELEPHONE NO
- 8  then enter a new telephone number.(see Note 1 and 2)
Ex: 912345678901
- 9  To change another number,repeat step 7 to 8.
To return to standby,press STOP.

! **Note:** 1. Use ◀ or ▶ to move the cursor, then enter the correct number over the incorrect number.


2. Use SPEAKERPHONE to enter a space between the numbers you set. Each space is counted as a digit and you can enter up to 20 digits per station.


Receiving Documents ◀


Erasing the telephone number in Blacklist


If you need to erase any of the telephone numbers in the Blacklist, follow the steps below:


To erase the Caller's telephone number in the Blacklist


- 1**  repeatedly until your request is displayed.

BASIC SETTING ?
- 2** 

DATE & TIME ?
- 3**  repeatedly until your request is displayed.


CALLER ID ?
- 4** 


: ON
- 5** 

BLACK LIST ?
- 6** 

NO. = ■
- 7** Enter the Blacklist number and then press **START/SET**.
 Ex: **01 2** (01 to 10)

NO. = 02

(02)55512345678■
- 8** 

(02)
- 9** 

To erase another number,repeat step 7 to 8.
 To return to standby, press **STOP**.

▶ Making Copies

Your apparatus has a copy function which can make a single copy. When copying, you may select the Resolution remove (Fine, Halftone) and copy size.

1



Set document face down into the document feeder.
For enlargement copy, refer to page 56.

DOCUMENT SET

2



RESOLUTION: COPY?

3



COPY: FINE

4



repeatedly until your request is displayed.

COPY: FINE

or

COPY: HALFTONE

or

ENLARGE: FINE

or

ENLARGE: HALFTONE

5



* COPY *

6

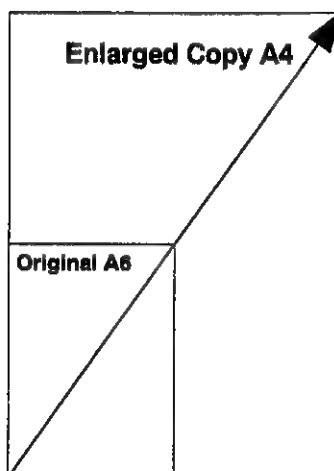
The apparatus prints out the copy. The next document alarm will be heard when previous document has been fed out. Set next document within 5 sec if there are.

7

When you have finished copying, press **STOP**.

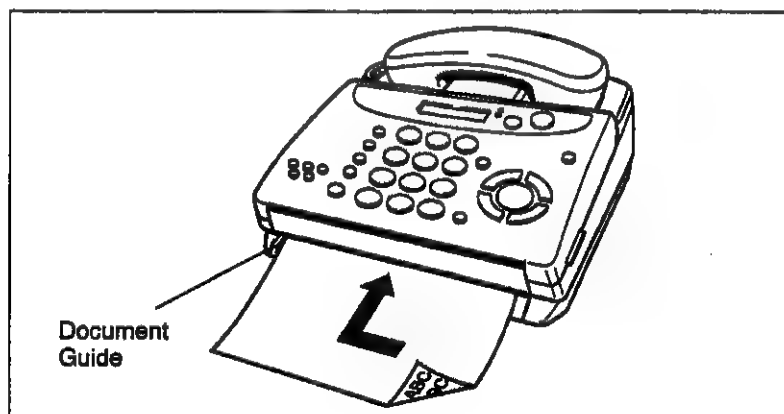
Enlargement Copy

This function enables you to enlarge an Original A6 document to double the size. (See Note)
Operation of this function is described on page 55.



How to set document

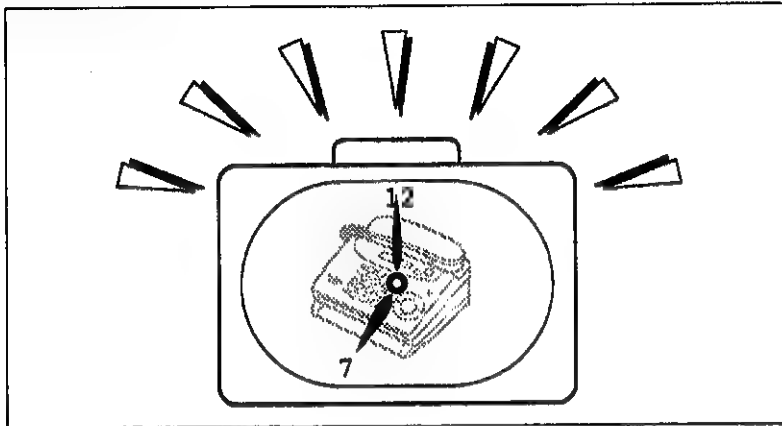
Place the document face down and fit against the Document Guide until the document is fed in a little as below.










! **Note:** For any document smaller than A6 size, the enlargement scale will take the width of as A6-size document.

Timer Alarm

The apparatus generates an alarm sound at the up to 2 pre-programmed time. To stop the alarm sound, press any button on the control panel.



To set or reset Timer Alarm

- 1 
- 2 
- 3  to select timer1 or timer2.
- 4 
- 5 
- 6 
- 7 Enter the required time.
Ex: 06:30 Time 6 : 30 AM
- 8  If you want to change pre-set time, see page 58.

TIMER ALARM ?

TIMER 1 SETTING?

TIMER 1 SETTING?

or

TIMER 2 SETTING?

TIMER 1 :OFF

TIMER 1 :OFF

or

TIMER 1 :ON

TIMER 1 = ■ :


TIMER 1= 06:30

12-AUG 15:00

CALL TIME 06:30

Timer Alarm ◀

To program or change Alarm time

1  repeatedly until your request is displayed.

TIMER ALARM ?

2 

TIMER 1 SETTING?

3  to select timer1 or timer2.

TIMER 1 SETTING?

or

TIMER 2 SETTING?

4 

TIMER 1 : ON

5 

TIMER 1= 06:30

6 Enter the new time.
Ex: 0 7 : 3 0 Time : 7:30 AM
 If you make a mistake, press CLEAR to re-enter the correct time.

TIMER 1= 07:30

7 

12-AUG 15:00

CALL TIME 07:30











Digital Telephone Answering System

Setting TAM from Remote Station











If you forget to set your apparatus to use TAM, you can set it remotely. (See Note 1)

You must set the Remote Password (in the TAM SETTING), "IN/OUT Remote Set" to "ON" (in the TAM SETTING).

When your apparatus is set "MANUAL RCV" at "IN Mode".

- 1** Call your apparatus from a remote location.
- 2** Your apparatus will answer after 15 rings.
- 3**  and after you hear a long beep, dial the Remote Password and  button within 10 seconds.
(You must use Tone dialing.)
Ex:     
- 4** When the password is matched, you will hear a short beep.
- 5**  
- 6** Your apparatus is now set to OUT Mode.
- 7**  Replace the handset.

When your apparatus is set "FAX/TEL" at "IN Mode". (See Note 2)

- 1** Call your apparatus from a remote location.
- 2** Your apparatus answers. During the greeting message. (F/T First OGM)
- 3**  and after you hear a long beep, dial the Remote Password and  button within 10 seconds.
(You must use Tone dialing.)
Ex:     
- 4** When the password is matched, you will hear a short beep.
- 5**  
- 6** Your apparatus is now set to OUT Mode.
- 7**  Replace the handset.

- ! Note:**
1. If the memory is full, the setting of the apparatus cannot be changed. Please play back and erase the message before doing this operation.
 2. If the memory is full, it requires 15 rings to make the apparatus answer.

Digital Telephone Answering System

Toll Saver

It is possible to check if there is any new ICM (Incoming Message) recorded. When calling from a remote location, simply listen to the number of rings before the apparatus answers. If there is a new message, the apparatus answers after the second ring. If there are no messages, the apparatus will answer after the 5th ring. Therefore, if you hear the third ring you can hang up to save the toll and time.
(You must set TAM SETTING (See page 75, 76) [TOLL SAVER] to "ON" in advance.)

When your apparatus has a new message.

- 1** Call your apparatus from a remote location.
- 2** Your Apparatus will answer after the 2nd ring.
- 3** You may listen to the messages following the Remote Control operation.

When your apparatus has no new messages.

- 1** Call your apparatus from a remote location.
- 2** Listen to the number of rings before the apparatus answers.
- 3** If you hear the 3rd ring, replace the handset to save the toll.

Call Screening

This function enables you to monitor the incoming call through the speaker. You need to set press OUT button to turn the lamp ON. (See page 75, 76)

 **Note:** The [RING COUNTER] setting in the FAX SETTING is ignored when the [TOLL SAVER] is set to "ON". (See page 75, 76)


▶ Digital Telephone Answering System

Memo/2 Way Recording

About Memo Recording

If you are going out and you want to leave a private message for someone, you can record a voice memo in your apparatus. It can then be played back directly or remotely, same as any other incoming messages.

Recording a Memo Message

1 
To start the recording.

PRESS START

2 

RECORDING 01

3 Speak toward the microphone from a distance of approximately 20 cm.

4 
To stop the recording.

RECORDED

Leave a message for someone special.




- !** **Note:** 1. Memo Message: A message can be recorded through the built-in microphone.
2. If there is no ICM recorded, press only **START/SET**.

Digital Telephone Answering System ◀

While you are speaking with someone on the telephone, you can record your conversation for a later reference. It can be played back directly or remotely.

Recording a 2-way Conversation About 2-way Recording

1 During your conversation.

2  To start the recording.

PRESS START

3 

RECORDING 01

4 Continue your conversation.

5  To stop the recording.

RECORDED

Too busy to take notes!



Now you don't have to take notes.



Note: 1. 2-Way Recording: Conversation over the telephone can be recorded for a later reference.
2. You may hear the warning tone (Pu..Pu..) during the recording of your conversation due to regulation of the government.
It is not wrong operation of the apparatus as in some countries these tones are generated.





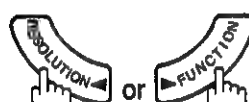


► Digital Telephone Answering System

Voice Message Transfer

This function is for transferring incoming messages to a remote telephone while you are out. After a message is recorded, your apparatus will call the specified location where you are and you can listen to the message after entering the Remote Password on a touch tone telephone.

To enable this function, Remote Password must be set in TAM SETTING (see page 75, 76).

Setting the Voice Message Transfer

- | | | | |
|----------|---|---|------------------|
| 1 |  | repeatedly until your request is displayed. | TAM SETTING ? |
| 2 |  | | REMOTE PASSWORD? |
| 3 |  | | ICM TRANSFER ? |
| 4 |  | | : OFF |
| 5 |  | | : ON |
| 6 |  | | TEL: |
| 7 | | Enter the Telephone Number. (Max 36 digit) | TEL: 123456789 |
| 8 |  | | |

Digital Telephone Answering System ◀

Operation of Voice Message Transfer

1 After a message is recorded, your apparatus starts dialing the programmed station.

2 When you answer the call, you will hear a series of tone "Pi..Pi..Pi....".

3  and dial the Remote Password within 10 seconds. (You must use Tone dialing.)

Ex:

1	2	3	4	#
---	---	---	---	---

4 You will hear the ICM (Incoming Message).

5 Replace the handset after listening to the message.

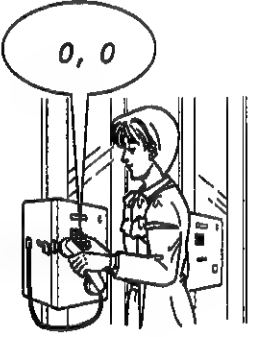

! **Note:** 1. The telephone line will be disconnected, if you enter the wrong password 3 times in succession.
2. Your apparatus will redial 2 times automatically if the line is busy.
3. If you use a mobile telephone, this function may not work correctly due to line quality.

Digital Telephone Answering System

Private Call

When the apparatus is set to OUT mode and preset to Private Call "ON" in the TAM Setting of Fax Parameter, all calls will automatically be recorded on the answering apparatus, except for those who use the "Private call code". If this code is used, the apparatus will make the ringing tone to signal your private line.

How to use Private Call

1 Call the required fax number. 	2 You hear the greeting message. 
3 Enter "0", "0" during greeting message. 	4 Apparatus rings to request to pick the call. 
5 	

! **Note:** If the call is not answered, the apparatus will not accept your repeated entry of "0", "0" in the same call.

Digital Telephone Answering System ◀

Private Call

How to set Private Call

1



repeatedly until your request is displayed.

TAM SETTING ?

2



REMOTE PASSWORD?

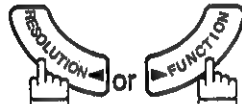
3



Repeatedly until your request and press **START/SET**.

PRIVATE CALL ?

4



Repeatedly until your request is displayed.

: ON

5



To return to standby, press **STOP**.

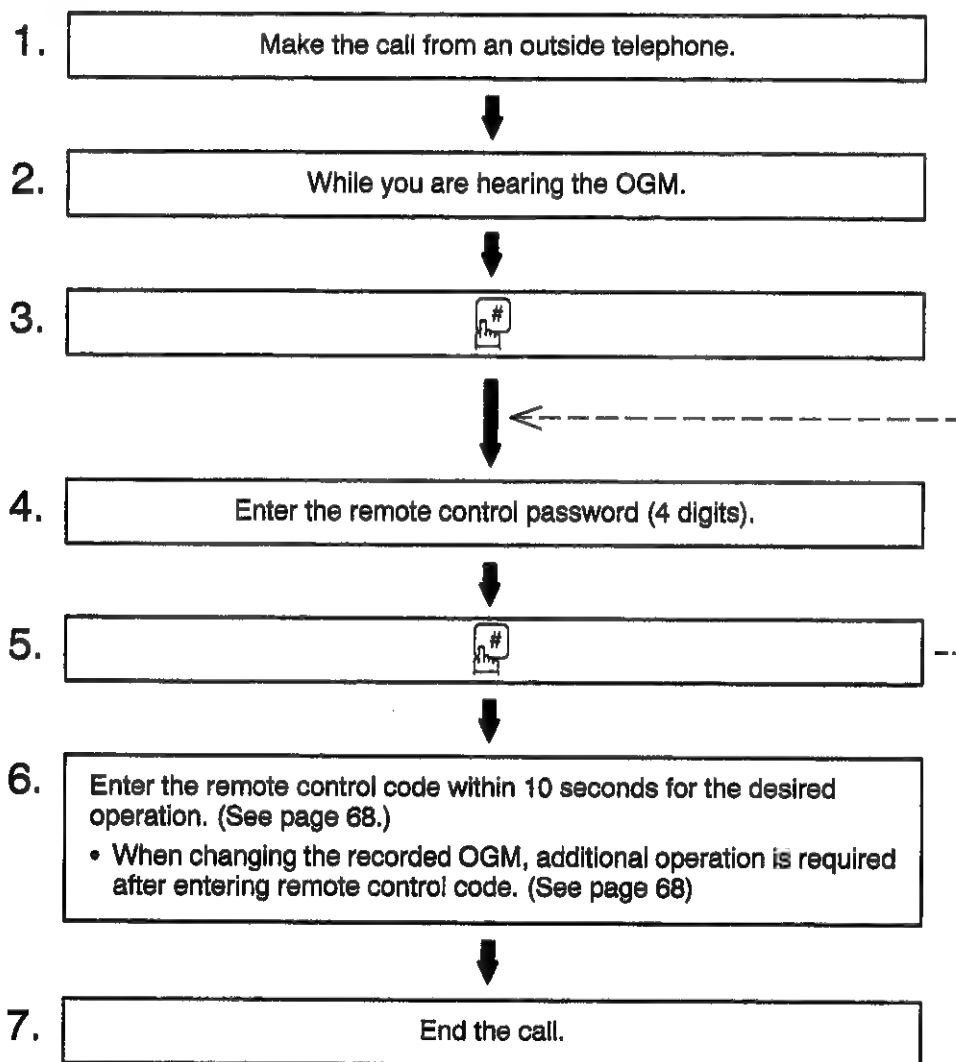
▶ Remote Function

About Remote Function

While you are out, you can listen to any recorded incoming messages (ICM) or change your greeting message (OGM) from a remote location using a touch tone telephone. To use this function, you must use tone dialing.

The remote control password is needed for remote control operations. Make sure that the password is already registered. (See page 69.)

Also, make sure that your apparatus is set to either Fax/Tel Auto Switching or Fax/Built-in TAM modes. (See page 47, 48.)



- Note:**
1. When you want to stop playing back messages or recording the OGM, press before replacing the handset.
 2. The call will be cut off if the remote control password is not entered within 10 seconds at step 4.
 3. To cancel the current remote control operation or if some trouble occurs, press . Resume operation from step 6.
 4. If you use a mobile telephone, this function may not work correctly due to line quality.
 5. Your apparatus will not answer if it is set to "IN" mode with manual reception. However, it will answer after 15 rings when the IN/OUT REMOTE SET in the TAM Setting is set to "ON".

Remote Function ◀

About Remote Function

While you are out, you can listen to any recorded incoming messages (ICM) or change your greeting message (OGM) from a remote location using a touch tone telephone. The following remote functions are available.

Remote Control Code Table

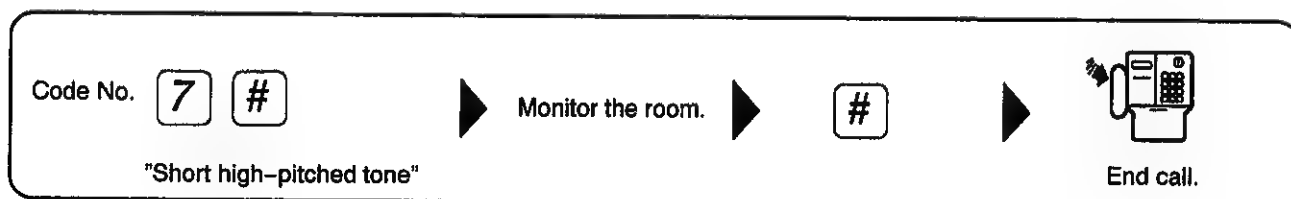
Function Name	Remote Code	Function
Skip Message (⏮)	1	Skips to the beginning of the previous message during playing back.
Playback Message (▶)	2 #	Plays back from the first message.
Skip Message (⏭)	3	Skips to the beginning of the next message during playing back.
Greeting Message (OGM)	41 #	Erases a personal greeting message (TAM OGM).
	42 #	Records a personal greeting message (TAM OGM). (max 30 sec.)
Erase All ICMs	6 #	Erases all the recorded ICM messages.
Room Monitor	7 #	Monitors the sound in the room.
IN/OUT Mode	0 #	Switches to OUT Mode.
	* #	Switches to IN Mode.
STOP	#	Stops each action and finishes recording.

Record OGM



Room Monitoring


You can monitor the sound in the room where the apparatus is installed.



▶ Remote Function

Registering the Remote Control Password

The remote control password must be registered before carrying out remote control operation.

1  repeatedly until your request is displayed.

TAM SETTING ?

2 

REMOTE PASSWORD?

3 

: ■■■■

4 Enter the remote control password (4 digits).
Ex: 5 6 7 8

: 5678

5  


12-MAR 15:00

 **Note:** To quit registration midway, press STOP.

Polling means calling another station to retrieve a document. The other station must know in advance that you will call and must have a document set on the Document Feeder or stored in the memory. If the other station has the polling password function, no password should be set at the other station.

To Poll Documents from Another Station

The following procedure lets you poll a document from another station.

1  repeatedly until your request is displayed.

POLLING RCV ?

2 

ENTER STATION

3 Dial by any one of the following methods:

- Manual Number Dialing
- One-Touch Dialing
- Directory Search Dialing

Ex:  ONE-TOUCH

< 1>(Station name)

4  start dialing.







 **Note:** Polling might not work with all fax apparatus. We suggest you attempt a trial polling before you actually poll important documents.

Selective Reception

Your apparatus has a special feature, Selective Reception, which can prevent the receiving of unnecessary documents (i.e. junk fax, direct mail, etc.).

Before receiving the document, the last 4 digits of the ID Number received from the sending apparatus will be compared with the last 4 digits of the telephone number programmed in each One-Touch or Directory Search station. When a match is found, your apparatus will start receiving the document. If a match is not found, your apparatus will cancel the reception and an Information Code 406 will appear on the LCD Display.

Setting Selective Reception

- | | | | |
|----------|---|---|----------------------------|
| 1 |  | repeatedly until your request is displayed. | <div>FAX SETTING ?</div> |
| 2 |  | | <div>SILENT RCV ?</div> |
| 3 |  | repeatedly until your request is displayed. | <div>SELECTIVE RCV ?</div> |
| 4 |  | | <div>: OFF</div> |
| 5 |  | | <div>: ON</div> |
| 6 |  | | |



- Note:**
1. When the Selective Reception is set, your apparatus can receive from only those stations which are programmed in the built-in auto-dialer.
 2. If your Telephone Number (ID Number) has not been set, your apparatus might not be able to receive from some particular apparatus. To set your Telephone Number (ID Number), see page 18.
 3. Unless the Telephone Number (ID Number) of the sending party is set in their apparatus, the reception will be refused by your apparatus when this function is set.

Remote Reception

If you have an extension telephone connected to the same line, it is possible to receive a fax message by using a touch tone extension telephone.

This saves you the trouble of going to the apparatus and pressing the **START** button.

- 1** Answer a call on an extension telephone.



- 2** 

- 3** Replace the handset. Fax reception starts.

! **Note:**

1. Remote reception is not possible when making a telephone call from your apparatus.
2. When system setting [REMOTE RCV] is set to "OFF", remote reception is not possible. (See page 75,77)
3. Sometimes remote reception is not possible when using a telephone that emits dialing tones only at the instant when buttons are pressed.

Receiving Documents

Substitute Memory Reception

If the recording paper runs out or jams during reception, the apparatus automatically starts receiving the document into its image data memory. Stored documents are printed automatically after replacing the recording paper.

- 1** When the apparatus finishes the memory reception and there is no recording paper an Information Code appears on the display.

NO REC. PAPER 010

- 2** Install the recording paper (see page 15)



The apparatus start printing the documents stored in the memory.

PRESS START

* PRINTING *



- Note:**
1. If the memory overflows, the apparatus will stop receiving and release the telephone line.
 2. When power failure occurs, your apparatus will retain the information into the memory.
 3. If you wish to turn off this function, change the [SUBSTITUTE RECEPTION] to "OFF" in the FAX SETTING (see page 75, 77).

Adjusting Volume ◀

You can adjust the monitor volume and ringer volume on your apparatus. The built-in speaker enables you to hear the dialing tone, dialing signals, and busy tone. The ringer sounds when your apparatus receives a call.

Setting Speakerphone Volume

You can adjust the volume by using **VOL**.

1



You will hear the dial tone through the speaker.

ENTER TEL NO.

2



Repeatedly to lower or raise the volume respectively.

VOL. ■■■■■■

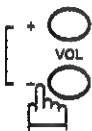
3



Setting Ringer Volume

You can adjust the volume by using **VOL**.

1



You will hear the Ringer through the speaker.

RINGER VOL. ■■■

2



► Customizing Your Apparatus

Your facsimile apparatus has a variety of adjustable Fax Parameter Settings. These parameter Settings, listed in the Parameter Table (See page 76, 77), are preset for you and do not need to be changed. If you want to make a change, read the table carefully. Some parameters, such as the Resolution, can be temporarily changed by a simple button operation just before a transmission is made. When the transmission ends however, these parameters return to their preset values (Home position). Parameters can be changed by the procedure described below.

Setting Fax Parameters

1  repeatedly until your request is displayed.

BASIC SETTING ?

OR

FAX SETTING ?

OR

TAM SETTING ?

2 

DATE & TIME ?

OR

SILENT RCV ?

OR

REMOTE PASSWORD?

3  or  repeatedly until your request is displayed.

Ex: Choose [SELECTIVE RCV] in the FAX SETTING.

SELECTIVE RCV ?

4 

:OFF

5  or 

:ON

6 

To set another parameter, repeat operation from step 3, or to return to standby, press **STOP**.

! **Note:** To print a Fax Parameter List, see page 78.

Customizing Your Apparatus

Fax Parameter Table

1. BASIC SETTING

Parameter	Selection	Comments
DATE & TIME	-	Set the current Date and Time.
NAME	-	Set your name or company name.
TEL NO.	-	Set your fax telephone number or ID number.
RCV MODE (IN)	MANUAL RCV FAX/TEL	Set the IN MODE for Telephone Mode (MANUAL RCV) or Fax/Tel Auto Switching Mode.
KEY VOLUME	OFF SOFT LOUD	Select the volume of the button tone.
HOLD MUSIC	ON OFF	Select whether the apparatus will play Hold Music while the line is being put on hold.
CALLER ID	ON OFF	Select whether the apparatus displays Caller ID.

2. TAM SETTING

Parameter	Selection	Comments
REMOTE PASSWORD	()	Set a 4-digit password for Remote Controlled Operation. (see page 69)
MESSAGE TRANSFER	ON OFF	Select whether the apparatus calls the pre-programmed location after an incoming voice message is recorded in the built-in TAM. (see page 63)
MESSAGE RECORDING TIME	30(sec) 60(sec) 90(sec)	Set the recording time for each incoming message. (see page 48)
ICM LENGTH	SHORT (CLEARER) STANDARD LONG	Select the required length of the incoming message. Recording time for each selection may vary depending on content of message and background noise. Note : By selecting "STANDARD", recording time is set to max. 6 minutes. If "LONG" is selected, recording time is set to max. 12 minutes. If "SHORT (CLEARER)" is selected, recording time is set to max. 3 minutes.
IN/OUT REMOTE SET	ON OFF	Select whether the apparatus accepts the IN / OUT Mode to be changed using the Remote Control to operate. (see page 68)
TOLL SAVER	ON OFF	Set the Toll Saver Mode. When set "ON", you can determine whether there is a new message recorded in the TAM. (see page 60)
CALL SCREENING	ON OFF	Select whether you can monitor the incoming call through the speaker while it is being recorded and answer it if you wish by simply lifting up the handset.
PRIVATE CALL	ON OFF	Switch the PRIVATE CALL setting.
ROOM MONITOR	ON OFF	Select whether the apparatus monitor the room which it is installed.

Continued on the next page.

Customizing Your Apparatus

3. FAX SETTING


Parameter	Selection	Comments
SILENT RCV	ON	Select whether the apparatus will receive documents without ringing.
	OFF	
RING COUNTER	1-9	Set the number of initial rings before the apparatus answers. This function will not be valid unless the "SILENT RCV" is set "OFF". (See Notes 2 and 3)
F/T RING COUNTER	3	Set the number of rings that the apparatus will alert the caller when set to the Fax/Tel Auto Switching mode.
	6	
	9	
	12	
MANAGING F/T OGM	-	Select to record, play back or erase F/T OGM.
SILENT DETECTION	ON	Select Silent Detection in Fax / Built-in TAM Mode.
	OFF	
RESOLUTION HOME POSITION	STANDARD	Select required home position for your document.
	FINE	
	HALFTONE	
COMM. JOURNAL	INC	Select the printing condition for the COMM. Journal. • INC : Print only when the transmission has failed. • OFF : Do not print. • ALWAYS : Print after each transmission.
	OFF	
	ALWAYS	
SUBSTITUTE RECEPTION	ON	Select whether the apparatus receives into memory when recording paper runs out. (See page 73).
	OFF	
FRIENDLY RCV	ON	Select whether the apparatus continues to monitor for a fax signal when a call is answered using the fax handset. (See page 50).
	OFF	
REMOTE RCV	ON	Select whether the apparatus accepts the remote reception command to switch into fax reception mode. (See page 47).
	OFF	
SELECTIVE RCV	ON	Select whether the apparatus performs selective reception function. (See page 71).
	OFF	
OVERSEAS COMM.	ON	Select whether the apparatus uses the overseas setting to improve communications.
	OFF	



- Note:**
1. Depending on the PBX conditions when the fax apparatus is called, the number of rings can be differed from the setting.
 2. The contents of Fax Parameter may differ depending on the each country's regulation or specification.
 3. Callers are accustomed to calls being answered normally within about 10s, and the majority abandon calls that are not answered within 45s.

Your facsimile apparatus is equipped to print the following lists.

To print a List:

1  repeatedly until your request is displayed.

LIST PRINT ?

2 

FAX PARA LIST ?



for Speed Dial Number List

SPEED DIAL LIST?

or



for Caller ID List

CALLER ID LIST ?

3 

* PRINTING *

▶ Printing Help

Press **HELP** to print how to register speed dialing numbers, for example. Use this feature when the User's Guide is not nearby.



HELP GUIDE ?

DATE & TIME ?

or

LOGO ?

or

TELEPHONE NO. ?

or

SPEED DIAL NO. ?

or

XMT & RCV ?

or

SELECT FUNC. ?

or

HOW TO SET OGM ?

or

RMT CONTROL CODE ?

or

HOW TO USE RMT ?

* PRINTING *

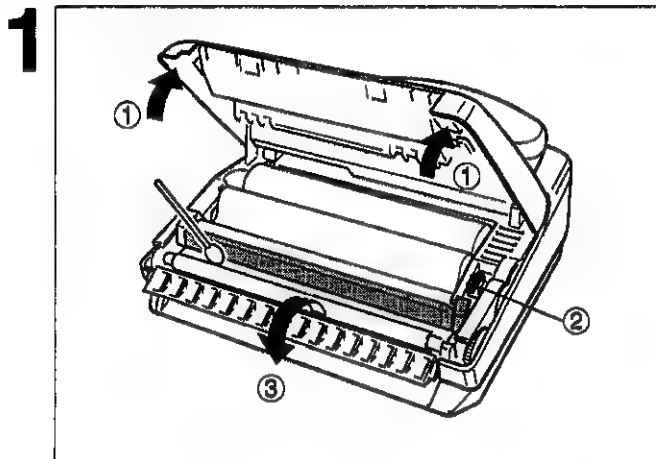
- !** **Note:** 1. Press **HELP** then **START** to print a list of items that can be printed by HELP function.
2. During a power failure, the date and time inputs will be deleted. The apparatus will then print out the HELP Feature contents page automatically when power resume.

Items That Can be Printed by **HELP** .

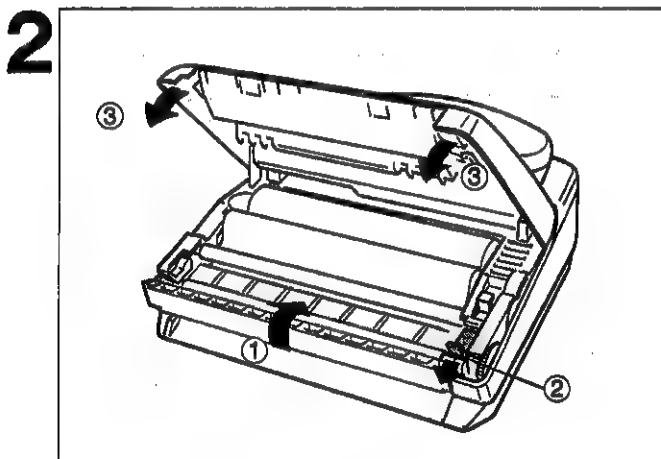
Set up User Parameters	Register Speed Dialing Numbers
Sending and Receiving Document	Selecting Function Mode
Managing Outgoing Messages (OGM)	Remote Control Code

Cleaning the Document Scanning Area and Scanning Roller (White Roller)

If the receiving party reports that the received documents were black, or contained black lines, try making a copy on your apparatus to verify. If the copy is black or has black lines, the document scanning area is probably dirty and must be cleaned.



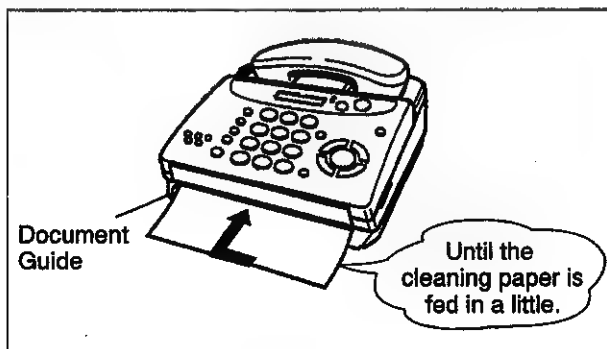
- ① Open the cover by lifting the front corners.
- ② Open the document guide plate by holding the green lever.
- ③ Open the Front cover.
- ④ Gently wipe the scanning area with a cotton wool bud.
The scanning area is scratched very easily, so make sure you use a soft, dry cotton wool bud.
- ⑤ Gently wipe the scanning roller (White Roller) by the cloth soaked with ethyl alcohol pressing **STOP** button repeatedly.



- ① Close the Front cover.
- ② Close the document guide plate by resetting the green lever.
- ③ Firmly close the panel cover by holding its front edge at both sides.

Cleaning the Scanning Glass

If the receiving party reports that the received document has black vertical line, try making a copy on your apparatus to verify. If the copy has same vertical black line, the scanning glass must be cleaned.



- ① Insert the cleaning paper into the document guide until it is fed in a little.
- ② Press **STOP** button to eject the paper.
- ③ Repeat step 1 and 2 until black line is disappears.

Troubleshooting

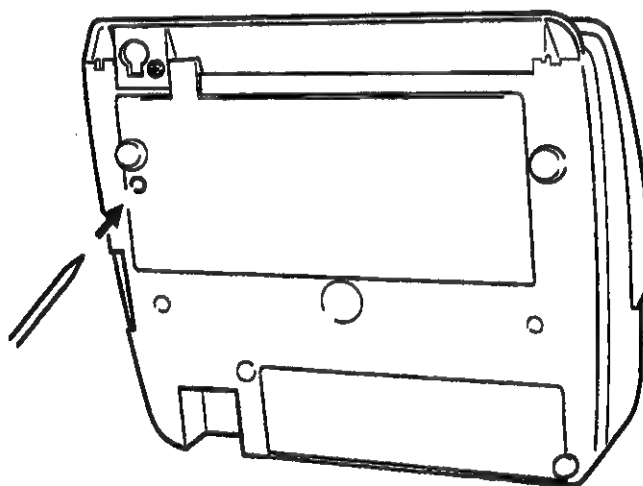
If You Have Any of These Problems

Mode	Symptom	Action	Page
During Installation	The display is blinking	This may happen at first installation. After setting the clock, the blinking will stop.	16
During Transmission	Document doesn't feed	<ol style="list-style-type: none"> 1. Check that your document is free of staples and paper clips, and is not greasy or torn. 2. Check that your document is the right type to send through a fax apparatus by referring to list on "Documents You Cannot Send". If your document has the characteristics listed, make a copy of your document and send the photo copy instead. 3. Check that the document is properly loaded. 	34
Transmission Copy Quality	Vertical lines on the transmitted document	Check own copy quality. If copy is OK, your apparatus has no problem, report to receiving party that they have a problem. If copy is bad, clean the Document Scanning Area.	80 55
	Transmitted document is blank	<ol style="list-style-type: none"> 1. Make sure the document is set face down. 2. Check own copy quality. If copy is OK, your apparatus has no problem, report to receiving party that they have a problem. If copy is bad, clean the Document Scanning Area. 	34 55
During Reception	No recording paper	The information code will appear on the display if the paper runs out.	15
	Recording paper doesn't eject after printing	Check to see if the recording paper is jammed inside the apparatus.	85
Print Copy Quality	Vertical lines printing on the received document	Check own copy quality. If copy is OK, your apparatus has no problem, report to sending party that they have a problem.	56
	Fuzzy print	Make sure you are using the correct paper for the best possible print quality.	3
	Missing dots or lines/inconsistent darkness within print	Make sure you are using the correct paper for the best possible print quality.	3
	Faint print	You may need to choose a different paper for the best possible print quality.	3

Troubleshooting ◀

Mode	Symptom	Action	page
Communication	No dial tone	1. Check the connection of telephone line. 2. Check the telephone line.	13 87
	No auto answer	1. Check the connection of telephone line. 2. Check Reception mode setting.	13 46
	Cannot transmit or receive	An information code will be shown on the display. Refer to the information code table to find out the trouble.	83
No Apparatus Operation	No apparatus operation	To reset the apparatus, press the RESET Switch using the ball-pen on the Base, keep the Power "ON".	82

Reset Button



Troubleshooting

Information Codes

When something unusual occurs, the display may show one of the Information Codes below. These will help you to identify and correct the problem.

Info. Code	Meaning	Action	Page
010	No recording paper.	Load the paper.	15
012	Recording paper is too long or jammed.	Remove jammed paper.	85
020	Thermal Recording Head temperature is too high.	Wait a few minutes to permit cooling.	—
030	Document misfeeding	1. Reload the document properly. 2. Remove document jam.	35 86
031	Document misfeeding. Document paper is too long or jammed. Document length exceeds 1 meter.	1. Reload the document properly. 2. Remove document jam.	35 86
032	Document paper is too short.	1. Reload the document properly. 2. Remove document jam.	35 86
400	During initial handshake, receiving station did not respond or communication error occurred.	1. Check with the other party. 2. Reload the document and send again.	—
401	Remote station required a Password to receive the document.	Check the remote station.	—
403	Remote station has no Polling function.	Check the remote station.	—
404/405	During initial handshake, communication error occurred.	Reload the document and send again.	—
406	Received from an unauthorized station in Selective Reception mode.	Check the telephone number in the One-Touch or Directory Search Station.	—
407	No confirmation from the receiving station for the previous page sent.	Wait a few minutes and send again.	—
408/409	Remote side confirmation of previous page sent.	Wait a few minutes and send again.	—
412	No data from the transmitting side.	Check with the other party.	—
416/417 418/419	Received data has too many errors.	Check with the other party.	—
420/421	Apparatus goes to receiving mode, but receives no command from the transmitting side.	1. Remote side misdial. 2. Check with the other party.	—
428	During initial handshake, received the disconnect command from the transmitting side.	Check with the other party.	—
430/434	Communication error occurred while receiving.	Check with the other party.	—
436/490	Received data has too many errors.	Check with the other party.	—

Continued on the next page.

Troubleshooting

Info. Code	Meaning	Action	Page
450	Telephone line is disconnected.	Wait a few minutes and send again.	-
623	No document.	Reload the document and send again.	-
630	Redial was not successful due to a busy line or no response from the called station.	Reload the document and send again.	-
870	Memory overflow.	Erase voice message or print out received document.	-

At 12 p.m. every day, the roller will rotate to make smooth contact between the Roller and the Scanning Glass. So, this is not an apparatus fault even if a rotating sound is heard.

If you wish to change the roller rotation time, follow the operation described below.

1   (Note 1)

12:00

2   (Note 2)

15:00

3 

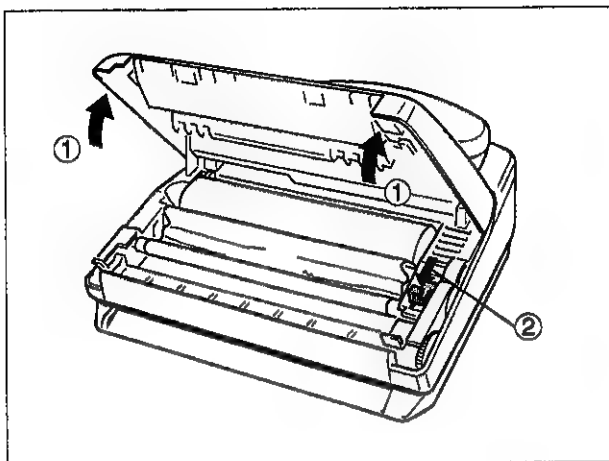
MAINTENANCE AND
TROUBLESHOOTING

- !** **Note:** 1. It is also possible to change the time in an Off-HOOK state. In this case, reject tone "Pi Pi Pi" will be heard when **HELP** is pressed.
2. It is not possible to change the minute setting.

► Troubleshooting

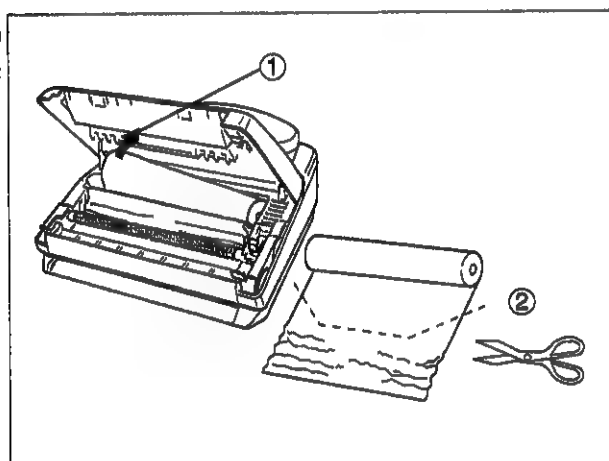
Clearing Recording Paper Jam

1



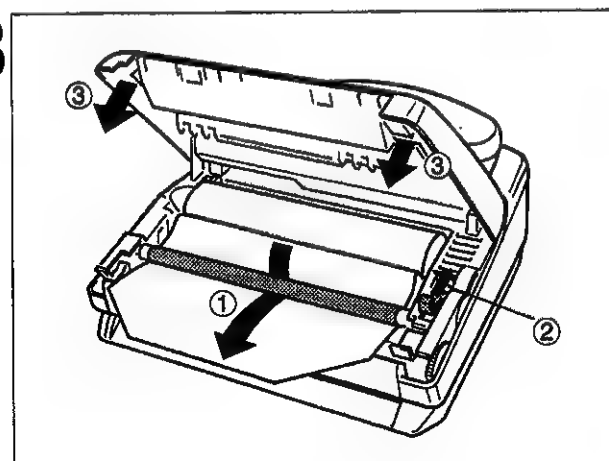
- ① Open the cover by lifting the front corners.
- ② Pull the blue lever towards you.

2



- ① Pull out the jammed recording paper.
- ② Cut off the jammed paper.

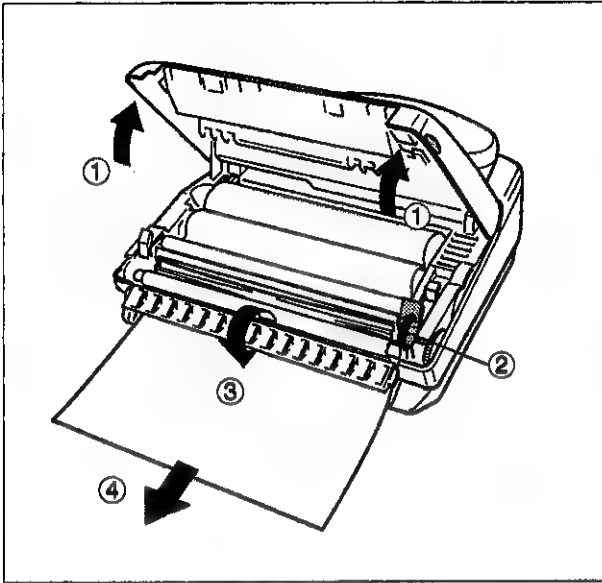
3



- ① Load the recording paper again.
- ② Close the blue lever.
- ③ Firmly close the panel cover by holding its front edge at both sides.

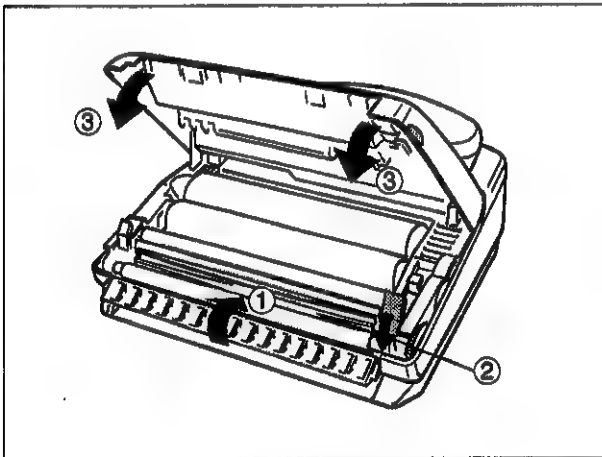
Clearing a Document Jam

1



- ① Open the cover by lifting the front corners.
- ② Open the Document Guide Plate by holding the green lever.
- ③ Open the Front Cover.
- ④ Remove the jammed document.

2



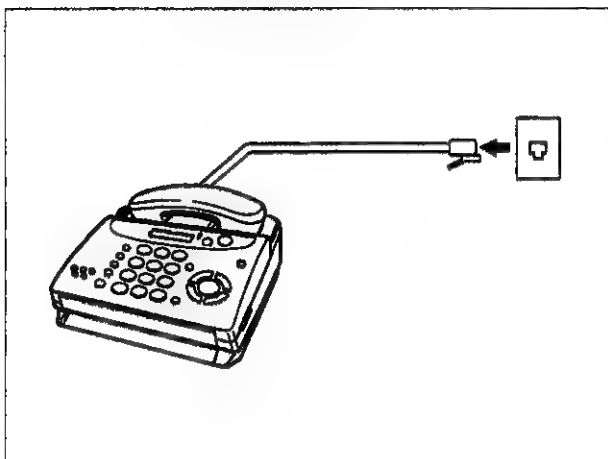
- ① Close the Front Cover
- ② Close the Document Guide Plate.
- ③ Firmly close the Panel Cover by holding its front edge at both sides.

Troubleshooting

Checking the Telephone Line

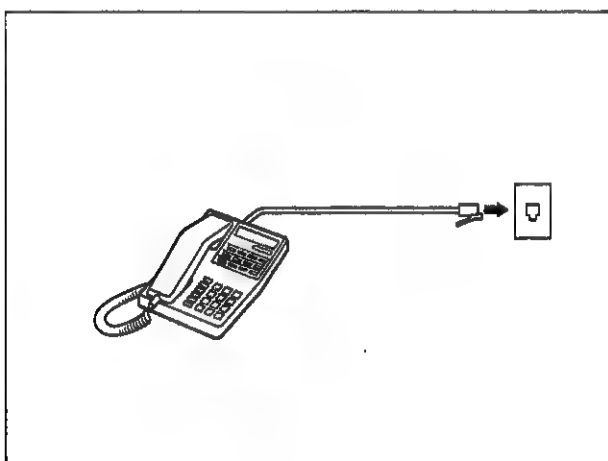
When you do not hear a dialing tone through the telephone connected to the apparatus or when the telephone does not ring (Not automatic reception).

1



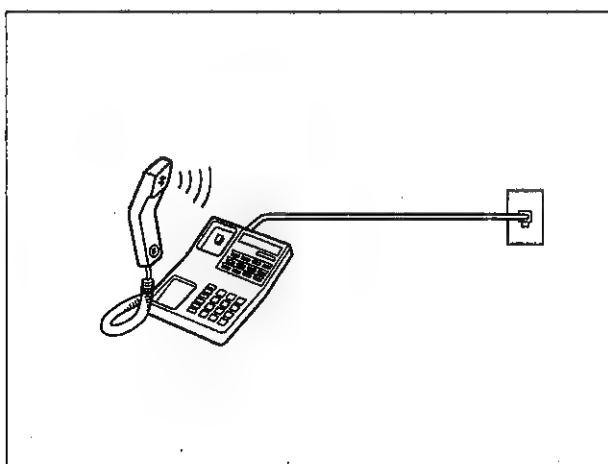
Unplug the Telephone Line Cord from the telephone jack that was supplied by the telephone company.

2



Plug a different regular telephone into the same telephone jack.

3



Check for dial tone through the handset. If there is still no dial tone, report it to your local telephone company.

or

Call from another telephone to this number. If the telephone does not ring, report it to your local telephone company.

Specifications

Compatibility	ITU-T Group 3
Scanning Method	Flat bed scanning with CIS type image sensor
Document Size	Max. : 216 mm x 1000 mm (with operator's assistance) Min. : 55 mm x 90 mm
Document Thickness	Single sheet : 0.06 mm (45 g/m ²) to 0.15 mm (112 g/m ²)
Effective Scanning Width	205 mm
Recording Method	Thermal print head
Recording Paper	High sensitive thermal recording Paper
Recording Paper Size	210 mm x 15 m (Max.Diameter 40mm)
Resolution (Conforms to ITU-T)	Horizontal : 8 pels/mm Vertical : Standard : 98 lines/inch (3.85 lines/mm) Fine : 196 lines/inch (7.7 lines/mm)
Coding Scheme	MH (Conforms to ITU-T)
Modem Type	ITU-T V.29, V.27 ter and V.21
Modem Speed	9600, 7200, 4800, 2400 and 300 bps
One-Touch/Directory Search Dialing Memory Capacity	5 stations / 10 stations Each station can register up to 36 digits for each telephone number (including pauses and spaces) and up to 15 characters for each station name
Total Message Recording Time	Approx 12minutes (depending on the content of the message).
Power Supply	200-240 VAC, 50Hz, Single Phase
Power Consumption	Standby : Approx. 3.7 W Transmission : Approx. 15 W Reception : Approx. 30 W Copy : Approx. 35 W Max : Approx. 115 W
Dimensions	266mm (W) x 231mm (D) x 95mm (H) (excluding projections)
Weight	Approx. 2.7 kg (excluding recording paper)
Operating Environment	Temperature : 5 to 35°C Relative Humidity : 20 to 80%



Notice for Connection to the Telecommunication Systems

1. a. BABT Certificate Number/Approval Number for the UF-S2-AB : 504147
b. APPROVED for connection to telecommunication systems specified in the instructions for use subject to the conditions set out in them.
2. This equipment has been approved for the use of following facilities.
 - Storage of telephone numbers for retrieval by a predetermined code. (If problems occur, verify stored number.)
 - Automatic Call Initiation
 - Operation in the presence or absence of initial or Secondary Proceed Indication.
 - Automatic Dialling Facilities
 - Automatic Storage of Last Number Dialed
 - Automatic Repeat Attempt Facilities
 - Auto Clear from the call originating end
 - Full Hands Free
 - Modem
 - Telephone apparatus
 - Answering System

Any other usage will invalidate the approval of the equipment if as a result, it then ceases to conform to the standards against which approval was granted.

3. The connection to the telecommunication systems must be unplugged before the earth is disconnected. The connection to the telecommunication systems must not be hardwired.
4. This equipment may be used on telecommunication system employing MF signalling.
5. This equipment is not suitable as an extension to a payphone or for use on shared service lines.
6. This equipment is suitable for connection only to exchange lines on the PSTN directly or via a compatible PABX. The supplier of the equipment should be consulted for an up to date list of PABXs with which the equipment is compatible.

It cannot be guaranteed that the equipment will operate under all possible conditions of connection to a compatible PABX. Any cases of difficulty should be referred in the first instance to the supplier of the equipment.

7. Ringer Equivalence Number (REN) = 1
The REN is a customer guide indicating approximately the maximum number of items of equipment that should be connected simultaneously to the line.

The sum of the REN's of the individual items should not exceed 4. The REN value of a BT telephone is assumed to be 1 unless otherwise marked.

- For the definition of a RBS (Relevant Branch System) for PSTN lines, please refer to BS6789 Part 6.1 Section 2.4.

Notice for Connection to the Telecommunication Systems

8. The voltage drop introduced by the equipment between the PSTN and the associated telephone at a current of 40 mA d.c. is 2.0 Volts.

The equipment should not be used in conjunction with other series connected equipment such that the aggregate declared voltage drops of all this equipment, together with the voltage drop introduced at 40 mA d.c. by any separate wiring that is used to link equipment, exceeds 2.0 Volts.

The introduction of this voltage drop may occasionally cause difficulties in making calls from the associated telephone or problems in telephone conversation being experienced by both parties to the call.

While operation may be possible initially, changes to or modernisation of the network taking place in the normal course of events may result in the equipment being connected to a network service with which it was not designed to be compatible. Failure of the equipment to work under these circumstances may not be the responsibility of the network operator.

In the unlikely event of such problems occurring, the user should contact the supplier or maintainer of the equipment.

9. Interconnection directly, or by way of other equipment, of ports marked "SAFETY WARNING. See instructions for use" with ports marked or not so marked may produce hazardous conditions on the network and that advice should be obtained from a competent engineer before such a connection is made.

10. This equipment is not intended for use in applications where callers may be considered "naive". A caller with no special knowledge of the characteristics of the auto-answering systems or with no special equipment to assist the transfer of information across the established connection is considered to be "naive".

Generally callers are unlikely to be "naive" in any of the following cases;

- (1) If the equipment gives an answer tone.
- (2) If the telephone number is not made public.
- (3) If the telephone number is published and is accompanied by suitable instructions concerning incoming calls.

CAUTION

Connect only equipment complying with EN41003 to this FAX.

WARNING

To prevent fire or shock hazard, do not expose this product to rain or any type of moisture.

Glossary

Automatic Reception	The mode that allows you to receive fax documents without user intervention.
BPS (Bits Per Second)	The amount of data that is transmitted over the telephone line. Your apparatus can start at 9600 BPS and automatically steps down to 7200, 4800, 2400 BPS depending on the telephone line condition and the receiving apparatus capabilities.
Directory Search Dialing	The ability to store full telephone numbers into the dialer and then uses basic operation to speed dial the number for future use.
ITU-T	International Telecommunication Union-Telecommunication. This organization has presently developed four groups of industry standards that insure facsimile compatibility.
ITU-T Test Chart No.1	An industry standard document that allows comparisons of the transmission speeds and capabilities of facsimile apparatus.
Character ID	A programmed proprietary code name that allows up to 16 alphanumeric characters identifying your facsimile apparatus.
Character buttons	The buttons that are used to enter letters and symbols for various programming functions.
Coding Scheme	The data compression method used by facsimile apparatus. Your apparatus utilizes Modified Huffman (MH) coding schemes.
COMM. JOURNAL	Refers to the Communication Journal whereby it records all successful and unsuccessful transmissions by the apparatus.
Direct Dialing	The method of dialing where you enter the entire telephone number through the keypad.
FAX Parameter List	The list that contains your apparatus parameters' settings that is programmed in the apparatus.
Fax/Tel Auto Switch	This feature allows you to use a single telephone line for both fax and voice so that you can save on the cost of installing a second telephone line. When the apparatus answers an incoming call, it will automatically distinguish whether the caller is a fax or voice. If it is a fax call, the apparatus will start receiving the document automatically. If it is a voice call, the apparatus will ring through the built in speaker for your attention.
G3 Mode (Group 3)	Refers to the standards and transmission capabilities of the current generation of facsimile apparatus.
Halftone	A scanning technique to distinguish levels of gray from black and white. Your apparatus can detect up to 64 levels of gray in halftone mode.
Header	A row of information such as transmitting station (NAME), date and time etc is located on the top of every received documents when printed at the receiving station.
Help Function	When operation guidance is needed, detailed operating instructions can be printed by pressing the HELP button.
ID	A programmable address of up to 20 digits to identify your apparatus.

Information Code	A code that is internally generated by your Fax, stating a specific operational error, apparatus failure or telephone line failure.
IN/OUT Switch	IN (Attended reception) and OUT (Unattended reception) mode can be easily changed by pressing the IN/OUT button. When IN or OUT mode is selected, the reception mode will be set according to the settings in the Fax Parameter. IN Mode : TEL (Fax manual reception) : FAX/TEL Auto Switch OUT Mode : FAX/Built-in TAM
Keypad	A group of numeric buttons located on your control panel.
LCD	Liquid Crystal Display. The display area of your apparatus.
Line Holding	You can hold the line by pressing the HOLD button on your control panel. While the line is on hold, the other party will hear hold music. To resume conversation, lift up the handset.
Manual Reception	A mode that requires operator intervention to receive an incoming document.
Modem	A device that converts signals from your fax apparatus into signals that can be transmitted over telephone lines.
NAME	Your programmed company name or your name up to 25 alphanumeric characters.
Silent Reception Mode	The apparatus can receive a call without ringing while FAX/TEL Auto Switch Mode is selected is set to No-Ringing Mode.
Off-hook dialing	The situation when the handset is lifted from the cradle or "Off hook".
One-Touch Dialing	The ability to dial an entire telephone number by pressing one button.
Polling	The ability to retrieve a document from another facsimile apparatus.
PSTN	Public Switched Telephone Network. Network of interconnected switching equipment and transmission facilities.
Remote Reception	A function that allows you to activate your fax apparatus to receive from an extension telephone. You may transfer an incoming call to your fax apparatus from an extension phone by pressing the "*" button twice on a touch tone telephone.
Resolution	Relates to the number of dots scanned or printed per certain square. The quality of the image increases as the number of dots per certain square increases.
Selective Reception	A function that can be set so that your apparatus will receive from only those stations already programmed in your dialer.
TAM	A Telephone Answering Machine (TAM) allows the caller to leave a message.

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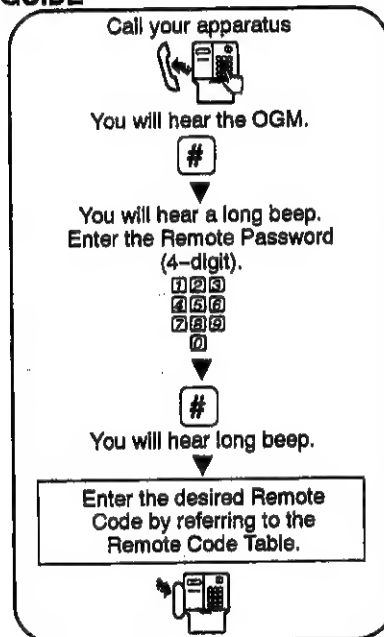
W

Weight	88
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Facsimile Number Directory

[illegible]

REMOTE FUNCTION POCKET GUIDE



Play back Message

▶ 2 # ▶ 1 or 3 ▶
(Repeats, Skips)

Erase Greeting Message

▶ 4 1 # ▶

Record Greeting Message

▶ 4 2 # ▶ Greeting Message # ▶

Erase All Messages

▶ 6 # ▶

ROOM MONITOR

▶ 7 # ▶

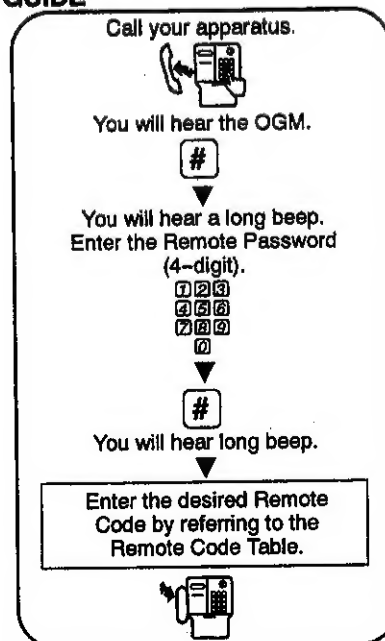
IN/OUT Mode (Switch to OUT Mode)

▶ 0 # ▶

IN/OUT Mode (Switch to IN Mode)

▶ * # ▶

REMOTE FUNCTION POCKET GUIDE



Play back Message

▶ 2 # ▶ 1 or 3 ▶
(Repeats, Skips)

Erase Greeting Message

▶ 4 1 # ▶

Record Greeting Message

▶ 4 2 # ▶ Greeting Message # ▶

Erase All Messages

▶ 6 # ▶

ROOM MONITOR

▶ 7 # ▶

IN/OUT Mode (Switch to OUT Mode)

▶ 0 # ▶

IN/OUT Mode (Switch to IN Mode)

▶ * # ▶

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